



## Facility Administrator

Washington County offers a full compensation package that reflects how much we value our employees. Please take a look at what you can expect to earn during your first year as a full time Employee with Washington County Government:

- ✓ **Sixty (60) Paid Personal Hours**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
  - **Vested in just five (5) years.**
  - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An annual salary of \$53,914 starting...**

If our **Facility Administrator** comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, perquisites, etc. and apply online today.



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**JOB TITLE:** Facility Administrator

**GRADE:** 10

**DEPARTMENT:** Parks and Recreation

**FLSA STATUS:** Non- Exempt

**REPORTS TO:** Parks Supervisor

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**GENERAL DEFINITION OF WORK:**

This position will oversee facility operations, coordinate and manage facility scheduling, rental relations, coordinate facility programs; facility promotion, general marketing and communications projects; direct facility staff.

Perform difficult skilled clerical work providing the facility with upper-level specialized administrative support which requires advanced experience and/or training in complex software programs and office operations. Successful customer service, accurate public information and information management practices is of the utmost importance.

Direction may be provided by department head or division director.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

1. Coordinate facility operations and programming. Code and process facility invoices for payment and revenue deposits. Available to work and be on call evenings and weekends.
2. Schedule events held at the facility. Implement and coordinates scheduling procedures. Manage and maintain calendar database and software for facility management, distributing accurate calendars regarding dates and times of facility usage.
3. Execute facility contracts, leases and legal documents.
4. Maintain positive facility renter relations. Meet with renters to discuss logistics for planning and coordination of events Fulfill rental inquiry needs through facility walk ins, phone and scheduled meetings.
5. Park Attendant scheduling; direction of Park attendant activities; provide direction for event set up and tear down and oversight of day-to-day duties and Park Attendant assignments. Submit and process payroll for Park Attendants.
6. Assist with Facility development and planning; assist with annual planning for POS funding and future projects.
7. Compile and complete budget reports. Assist in developing and monitoring budgets. Manage and maintain financial records and spreadsheets, producing reports Receive receipts and accounts for various payments. Facility utility management and billing.
8. Work with staff, facility tenants and users, as well as community groups. Develop partnerships with other internal and external organizations to support special events.
9. Write and revise facility operational documents and policies for tenants, renters and Board of Directors.
10. Scheduling and Event Coordination and Management- Develop and coordinate special events for the facility. Coordinate and implement facility sponsored programs.

11. Facility promotion and marketing. Development of promotional materials for facility for distribution to potential renters
12. Preparation of variety of informational or promotional material such as press releases, brochures, manuals, etc. Provide graphic design support as well as graphic design development. Social media distribution, monitoring and managing.
13. Assist with managing website content and making changes to keep all information up to date.
14. Attend various meetings and takes and transcribes meeting minutes. Maintain various schedules; compiles, prepares and disseminate various statistical reports.
15. Speak on behalf of facility at meetings and events on facility operations and programing opportunities.
16. Enter a variety of information into computer; maintain computer database and hard copy files as required; generate reports as necessary. Develop and produce complex correspondence, reports, minutes, lists, forms, database entry, memorandums, etc. Maintain confidential files of correspondence, forms, reports, etc.
17. Program and manage electronic sign through design software application.
18. When required, must assist with other internal program duties in the absence of key staff within the Department.
19. Perform related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough comprehensive knowledge of commonly accepted business practices; specialized thorough knowledge of office technology skills; thorough knowledge of proper business English and spelling; thorough knowledge and expertise of office technology skills including the operation of personal computers with excellent skills in Microsoft Word and Excel spreadsheet applications; Ability to effectively communicate ideas clearly and concisely, both orally and in writing; ability to independently answer inquiries and assist the general public in a courteous professional manner; ability to organize and assist in a wide variety of projects; ability to interpret and follow complex oral and written instructions; ability to supervise personnel possessing a diverse variety of skills; ability to establish and maintain effective and successful working relationships with associates and the general public; ability to make sound decisions in accordance with established operating procedures; thorough knowledge of coordination of special events; ability to analyze programs to adhere to policies, objectives, cost effectiveness and any other pertinent factors; knowledge of training and supervisory techniques.

**EDUCATION AND EXPERIENCE:**

Coursework in business, business management, marketing or related area of study.

Three years of specialized experience in performing administrative duties and proven success in coordinating communications in several different forms. Experience in coordination and management preferred.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

Possession of a valid driver's license

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Human Resources: 10/2018, 1/2024

**Easy Ways to Apply:**

1. Visit our website at <https://www.washco-md.net/jobs/>  
or
2. Complete and email an Application to [HR@washco-md.net](mailto:HR@washco-md.net)  
or
3. Complete and mail Application to:  
**Washington County Human Resources Department,  
100 W. Washington Street, Room 2300,  
Hagerstown, Maryland 21740**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:  
March 25, 2026 @ 4:00 PM**