

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FACILITIES LEASING & EVENTS COORDINATOR

BASIC FUNCTION:

Under the direction of the Director of Business and Operations, plan, organize, coordinate, and review the Facilities Department's services, activities, and operations as they relate to all special events and other activities not included in the academic schedule at the District; coordinate assigned services and activities with a variety of organizations including community groups, State, Federal, and local agencies, school districts, private organizations, Southwestern College Schools and Departments, and on-campus student organizations.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate, and oversee the services, activities, and operations provided by the Facilities Department related to special events and other activities not included in the academic schedule at the District including college workshops, special events, short-term classes, and other activities; lease facilities to raise revenues for the District and the Southwestern College Foundation; provide a welcome and productive environment for groups to conduct a variety of events and activities. *E*

Maintain an accurate and detailed account of available District facilities; coordinate and prepare for present and future events to accommodate facilities availability. *E*

Monitor, maintain, and participate in the administration of the Facilities Department budget; recommend funds needed for staffing, equipment, materials, supplies, and expenditures; prepare requisitions and maintain computerized database, ledgers, and files. *E*

Negotiate with potential clients; explain District policies, fees, regulations, and deadlines; provide advice and assistance to clients pertaining to facility availability, appropriateness, set up, and equipment needs; assess facility and excess fees for each event requested using designated guidelines; prepare contracts, subcontract agreements, invoices, hold harmless agreements, and other necessary contractual paperwork required for special events; collect insurance certificates, agreements, contracts, forms, and payments pertaining to special events in compliance with the regulations, procedures, and timelines. *E*

Serve as liaison between the Southwestern College Foundation and clients requesting facilities for major events or concerts; schedule and attend meetings to complete negotiations, conduct needs assessment, and finalize and follow up on various negotiations/contracts; issue contract; compose correspondence and maintain contracts with clients; receive complaints and resolve issues according to established guidelines. *E*

Coordinate all special events/activities with staff and faculty from Southwestern College Schools and Departments, Student Organizations/Clubs, and outside agencies/organizations; meet with clients, as well as with Southwestern College staff, faculty, and students to coordinate their events and programs. *E*

Maintain and update Weekly Activities Calendar and submit to Southwestern College Calendar of Events Public Access Folder for on-line viewing; distribute calendar to appropriate Southwestern College Schools, departments, nearby businesses, and other District employees as required. *E*

Determine needs and prepare work order for each event requiring special room layout, furniture, lighting, air conditioning or heating, computer equipment, audiovisual equipment, public address equipment, and other items necessary to meet event's needs. *E*

Facilities Leasing & Events Coordinator - Continued

Select, train, and provide direct supervision of personnel assigned duties under the Facilities Department; determine and assign or contract staffing for events to include custodians, set up technicians, security, lifeguards, theater personnel, piano tuners, and facility aides. *E*

Maintain an accurate computerized database of all keys issued on campus; distribute, collect, and organize keys according to established procedures; conduct campus-wide annual key inventory; assist college staff/faculty with procedures required for key inventory. *E*

Process requests for use of District fleet vehicles; determine appropriateness of vehicle needed; maintain computerized database to make vehicle reservations; process required forms; keep records of mileages; communicate with the District's automotive maintenance staff regarding District vehicle fleet use, conditions, and requirements. *E*

Maintain vehicle keys and gasoline credit cards; order keys or credit cards as required; process receipts; organize and maintain files required for drivers of District vehicles; review request forms for accuracy and completeness; submit completed forms to appropriate department for finalization. *E*

Complete, process, review, and maintain forms, records and databases including those for facilities use, key inventory, vehicle reservations, budgets, and related matters using various software programs as assigned. *E*

Prepare and submit a variety of reports including reports to the Governing Board describing special events and activities. *E*

Provide an annual fiscal year report to the Fiscal Affairs Office listing any outstanding invoices for the current fiscal year; proceed with collection of payment procedures when necessary. *E*

Participate in the development and maintenance of manuals related to functions of the department; update manuals periodically as the need for changes or updates arise. *E*

Review facility and staffing fees to maintain consistency with current standards; recommend changes and/or increases as needed. *E*

Attend a variety of workshops and seminars to keep abreast of growing technological aspects related to scheduling and facilities leasing and other job duties related to the position.

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations, services, and activities of a special events and facilities leasing program.

Facility scheduling procedures and fee structures.

Principles and practices used in analyzing and evaluating programs, policies, and operational needs.

Pertinent Federal, State and local codes, laws, regulations, and policies including applicable sections of the State Education Code.

Basic principles and practices of budget preparation and administration

Modern office procedures, methods, and equipment including computers.

Computer applications such as word processing, spreadsheets, and statistical databases.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Principles and procedures of financial and statistical record keeping.

Principles and procedures of report preparation.

Contract terminology.

Public relations and customer service principles and practices.

Basic principles of supervision, training, and performance evaluation.

Facilities Leasing & Events Coordinator - Continued

ABILITY TO:

- Plan, organize, and coordinate assigned services and operations of the Facilities Department.
- Plan facility use schedules and leasing activities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Participate in budget preparation and administration.
- Participate in the development and administration of policies and procedures related to assigned activities.
- Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures and apply them with good judgment.
- Select, train, and supervise assigned personnel.
- Prepare a variety of reports and correspondence related to area of assignment.
- Coordinate workflow to be responsive to time lines.
- Maintain a variety of records, files, and databases.
- Operate a variety of office equipment including a computer.
- Exercise independent judgment and initiative.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented two years of college level course work in business or a related field and four years of increasingly responsible experience in the coordination and scheduling of special events.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and a safe driving record.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Driving a vehicle to conduct work.
- Constant interruptions.

PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate office equipment including a computer keyboard and peripheral equipment.
- Hearing and speaking to exchange information on the telephone or in person.
- Sitting or standing for extended periods of time.
- Seeing to read and verify data and prepare various materials.
- Bending at the waist.

HAZARDS:

- Contact with dissatisfied, hostile, and/or sometimes abusive individuals.
- Driving a vehicle during adverse weather conditions.
- Extended periods of time viewing computer monitor.

Revised: December, 2001

Johnson & Associates

Approved by the Governing Board on December 12, 2001