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## **COORDINATOR, CAMPUS FACILITIES**

### **DEFINITION**

Under general direction, coordinates, plans, and organizes the academic and non-academic rentals and reservations of college facilities; oversees campus event productions; fosters cooperative relationships with students, faculty, staff, and various outside agencies and groups; researches, identifies, and negotiates contracts for rental facilities; monitors campus and off-campus facilities during day, evening, and weekend hours; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned managerial staff. Exercises technical and functional direction over and provides training to assigned staff.

### **CLASS CHARACTERISTICS**

This is a coordinator class responsible for planning, scheduling, inspecting, and directing operations associated with campus facilities use, rental, and event productions to ensure quality educational opportunities and resources to students and a high level of customer service for outside agencies and groups. Positions work on tasks that require the use of discretion and independent judgment in performing assigned work and ensuring the efficient and effective functioning of assigned operations. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

- Coordinates academic and non-academic rentals and reservations of college facilities by receiving and processing rental applications, ensuring proper documentation such as insurance certificates, licenses, and/or permits, communicating with clients to verify details and coordinating equipment needs and facility set-up, creating contracts and invoices, tracking and monitoring rental activities, and creating monthly rental reports.
- Monitors facilities during rentals and day, evening, and weekend hours for proper and safe use of campus facilities by clients, students, and staff on a regular basis; patrols facilities to ensure adherence to rules, policies, procedures, laws, codes, and regulations; acts as an operations liaison for facilities rentals and use.
- Develops, implements, and revises internal and external marketing plans for the rental of college facilities.
- Advises and consults with various outside agencies and groups regarding contracting for the use of college facilities.
- Coordinates and communicates with academic personnel, faculty, and various outside agencies to exchange information, facilitate effective day, evening, and weekend use of facilities, and resolve issues or concerns.
- Plans, schedules, and organizes assigned special events, workshops, informational seminars, presentations, and related activities including overseeing the set-up and operations of lighting, sound,

video, and staging equipment; developing and monitoring budgets; and ensuring compliance with established timeline and budget.

- Researches, identifies, and negotiates contracts for facilities rentals; performs labor redistribution and expense transfers; creates and processes independent contractor agreements, purchase requisitions, direct pay requests, and invoices; and maintains contracts and audit trail of fiscal records as required.
- Coordinates budget tracking and reconciliation processes; researches and works with management to resolve budget questions and inconsistencies; monitors and tracks expenditures and revenues; follows up on past due amounts owed for facility use.
- Provides direction, training, orientation, and guidance to assigned staff; plans, schedules, prioritizes, and assigns work; prepares work schedules; and reviews and controls quality of work.
- Determines and recommends equipment, materials, and staffing needs to maintain efficient and effective operations and services with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Maintains and performs minor repair of facilities and equipment; ensures that all equipment and facilities are in a safe and operational condition; documents procedures for proper use and maintenance of facilities and equipment.
- Researches and recommends improvements and upgrades to facilities and equipment; submits work orders for maintenance and repair of equipment and facilities; collaborates with Plant Services or contractors on maintenance and capital improvement projects.
- Cleans and maintains facilities and equipment; ensures proper storage of equipment; ensures facilities and work areas are maintained in a clean and orderly condition.
- Maintains accurate reports and records of work performed and materials and equipment used.
- Monitors, orders, receives, stores, and maintains adequate inventory levels of supplies and equipment.
- Performs a variety of office support duties such as creating and editing a variety of documents; opening and securing facilities; scheduling meetings with other staff; and attending meetings.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and service delivery needs related to facility reservations and event planning for various events such as celebrations, theater productions, and other events.
- Theater operations, including technical procedures and production practices.
- Tools and equipment required for the work.
- Techniques for marketing facilities and educational programs to the community.
- Occupational hazards and safety equipment and practices related to the work.
- Principles and practices of data collection and report preparation.
- Principles of providing functional direction and training.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment and software relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

**Ability to:**

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Assist in the development of policies, procedures, and work standards for assigned areas of responsibility.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Develop, implement, and coordinate assigned services in an independent and cooperative manner.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, and other written materials.
- Plan, organize, schedule, assign, train, and review the work of assigned staff.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an Bachelor's degree from an accredited college with major coursework in business administration, theater management, facilities management, or a related field and three (3) years of increasingly responsible administrative experience in an educational or theater environment.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in indoors and outdoors; strength, stamina, and mobility to perform moderate physical work, to operate varied tools and equipment, and to use a computer; to operate a motor vehicle and to visit various District and event sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The job involves walking in operational areas to perform assigned work. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 60 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL ELEMENTS**

Employees work in indoor and outdoor environment and are exposed to moderate to high noise levels, cold and hot temperatures, inclement weather conditions, dust, fumes, and allergens, and mechanical and/or electrical equipment and machinery.

**Salary Grade:** C1-56

**FLSA:** Non-Exempt

**EEO Code:** H-30

**Board Approved:** April 2021