



COORDINATOR, FLEA MARKET

DEFINITION

Under general supervision, coordinates, organizes, and oversees flea market and related programs and operations; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or managerial staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This is a coordinator class responsible for planning, organizing, and coordinating flea market and related programs, services, activities, and events. The duties involved include the implementation of goals and objectives and oversight of budget, performance, reporting, and accountability. Positions perform the full range of duties assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Plans, organizes, and coordinates flea market and related programs, services, activities, and events; provides direct oversight for on-site flea market operations.
- Participates in the planning, development, and implementation of goals, objectives, policies, and procedures for assigned programs, including incorporating regulatory updates and technological advancements, as appropriate.
- Receives, approves, and processes vendor applications by verifying resale permit validation and processing application and monthly payments.
- Performs cashiering and accounting duties such as preparing cashier sales reports, reconciling bank deposits, monitoring and controlling accounts receivable balances, maintaining vendor accounts, and processing reimbursements; ensures collection and security of monies according to established policies and procedures.
- Coordinates program budget tracking and reconciliation processes; monitors and tracks expenditures and revenues; processes purchase orders and invoices; orders and monitors supplies; verifies budget and account codes; develops budget reports.
- Recruits, hires, and provides direction, training, orientation, and guidance to assigned student workers; plans, schedules, prioritizes, and assigns work; reviews and controls quality of work; explains and provides guidance on College policies and procedures; and reviews and approves timesheets.
- Plans, coordinates, and implements program marketing and outreach efforts.
- Serves as advisor and provides staff support to flea market committee, including scheduling meetings, compiling agenda items and supporting documentation, reviewing meeting minutes, and maintaining information on committee decisions and actions.
- Organizes and maintains accurate and detailed files and records, verifies accuracy of information, researches discrepancies, and records information.

- Responds to inquiries and requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents in response to inquiries and requests.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Cashiering, accounts receivable, and customer service procedures and techniques.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Record keeping and filing systems and methods.
- Principles and practices of data collection and report preparation.
- Principles of providing supervision and training.
- Basic business arithmetic and bookkeeping.
- Methods of preparing and processing various records, reports, forms, and other documents specific to assigned program, department, or division.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- 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.
- Assist in the development of policies, procedures, and work standards for assigned areas of responsibility.
- Develop, implement, and coordinate assigned services in an independent and cooperative manner.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Perform detailed cashiering, accounting support, and customer service work accurately and in a timely manner.
- Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Prepare clear and concise reports, correspondence, and other written materials.
- Maintain accurate databases, records, and files.
- Plan, organize, schedule, assign, train, and review the work of assigned staff.
- Perform arithmetic and financial computations accurately.
- Organize own work, set priorities, and meet critical time deadlines.
- 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 which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree from an accredited college in accounting, business administration, or a related field and three (3) years of cashiering or technical accounting experience including customer service experience or event coordination experience including cashiering or budget experience.

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 outdoors in the field; strength, stamina, and mobility to perform light physical work, to operate a computer, and to operate a motor vehicle and to visit flea market and various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 30 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 an outdoor environment and are exposed to moderate to high noise levels, cold and hot temperatures, inclement weather conditions, dust, fumes, and allergens, chemicals, and hazardous physical substances and fumes.

Salary Grade: C1-46

FLSA: Non-Exempt

EEO Code: H-30

Board Approved: April 2021