

EVENTS/FACILITIES SPECIALIST

DEFINITION

Under general supervision by the Events/Facilities & Duplicating Manager, performs scheduling of facilities pertaining to classroom use and events for the District, College and Community; and scheduling of associated technical, personnel support and services. Provide information on College policies, procedures, standards and requirements regarding the facilities use. Assist with college mailroom activities and functions. Assist with scheduling and tracking of college vehicle fleet.

DISTINGUISHING CHARACTERISTICS

This is a highly specialized, advanced-level technical administrative class within the Yosemite Community College District (YCCD). Incumbents work independently to provide technical and administrative support related to the scheduling and use of college facilities for academic use and a wide variety of campus and community events. Incumbents utilize advanced technical knowledge of facilities scheduling and use to make decisions and complete assignments. Incumbents must also be able to interface substantially with District and college employees, vendors and members of the public.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under general supervision of a manager. An incumbent in this class does not directly lead or supervise other permanent employees, but may assign, direct and/or monitor the work of subordinate part-time and/or student employees on a project or assignment basis.

ESSENTIAL DUTIES

- Schedule and coordinate the use of facilities between the District, College and Community.
- Receive/schedule requests and event information for media equipment delivery, set up and operation, custodial services, security services and other support for facility use and events. • Prepares and monitors facility use contracts; responsible for invoicing and processing payments for facility use fees.
- Plan, organize, prepare and distribute daily/weekly schedules for facility use and event needs and all support associated for District, College and Community events.
- Communicate with college departments regarding scheduling and/or availability of facilities and equipment.
- Recommend additions and modifications of equipment needs for events and facility use.
- Assist with the planning and coordination of facilities/events functions and activities.
- Serve as resource to instructors and administration in researching equipment for classroom use; locate and select appropriate equipment and materials.
- Maintain event and equipment use historical data into automated record management system.
- Coordinate/schedule of classroom activities, and instructional, District and Community programs and events.
- Assist with training on facility use requests and equipment for instruction, staff, students and public utilizing college facilities.
- Operate scheduling software to produce facility use documents for distribution.
- Maintain detailed and current files and information on policies, procedures, codes, facilities, classroom use, conditions, furnishing, and special accommodation.
- Assist with coordination of deferred maintenance projects, carpeting and other maintenance activities.
- Research and respond to facility users' complaints and inquiries.

- Serve as dispatcher for college car pool; follow state of California Vehicle Code regulations; maintain accurate record of staff/faculty/student driver license and medical exams for Class "B" Licenses and related requirements.
- Manage vehicle reservations for college vehicle fleet; determine scheduling and availability; determine when vehicle inspection sheets and trip logs are required as pursuant to vehicle code.
- Assist with development of fee schedule.
- Greet visitors and callers, provide information as required, and refer to appropriate sources.
- Assist, with all activities and tasks associated with college mail rooms.
- Assist and serve on various campus and community committees representing the facilities office.
- In the absence of the Facilities/Events Coordinator; exercise good judgment in the application and follow through of decisions affecting the District, College and Community events. *
- Prepare and monitor monthly invoicing for postage and transportation.
- Perform other related duties.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- **Education:** Possession of an associate's degree from an accredited college or university, with major course work in business administration or a closely related field.
- **Experience:** Four years of clerical or office administrative work, including one year that provided familiarity in scheduling facilities use and/or events. Experience in an academic setting is desirable.

Knowledge of:

- Principles of scheduling and coordination of services for events including security, media, custodial services.
- Basic principles of office equipment; computers; recordkeeping; general clerical practices and procedures.
- Maintain records for a fleet of vehicles.

Ability to:

- Operate various types of equipment, process and deliver with speed and accuracy; maintain accurate and up-to-date circulation and inventory records of equipment.
- Communicate effectively in both oral and written form; read and write at a level required for successful job performance.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Interpret, explain and ensure adherence to policies and procedures governing facility use.
- Use good judgment in recognizing the scope of authority as delegated.

LICENSES AND CERTIFICATES:

- A valid license to drive in California is required. When driving a District vehicle, a valid California driver's license and evidence of appropriate automobile insurance may be requested.

PHYSICAL AND MENTAL STANDARDS:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** frequently lift, carry, push, pull, or otherwise move objects up to 25 pounds; occasionally lift objects up to 50 pounds
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including frequent public contact; frequent deadlines and time-limited assignments.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.

Class Adopted: 2/12/14
Class Amended: 07/01/19