

## **Events/Facilities & Duplicating Manager**

### **DEFINITION**

Under general administrative direction, plans, organizes, directs, supervises, evaluates, and participates in the work of activities related to facility, event, and transportation/vehicle scheduling along with the duplicating and print services department.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Vice President of College Administrative Services.

Provides direct supervision to events/mailroom and duplicating personnel.

### **ESSENTIAL DUTIES:**

- Plan, organize, direct, supervise review and participate in a variety of duties related to the scheduling of college facilities and the coordination of logistical support, including equipment and services, for regular educational activities as well as special events.
- Plan, organize, direct, supervise, review and prioritizes work of duplicating staff;
- Oversees and directs the work of assigned departments, to include mailroom, events/facility scheduling and duplicating personnel of full time, part time and/or student workers, ensure safety procedures are upheld; oversees and participates in employee hiring processes; reviews and submits payroll claims
- Oversees and monitors the administrative activities of the college mailroom.
- Monitors, reviews and processes internal and external facility requests related to regular classroom scheduling, special events and activities; identifies facility, equipment and service needs/availability; and determine requestor eligibility.
- Oversees and monitors administrative tasks regarding risk management, and liability insurance required for college and community events.
- Serves as internal liaison with the Office of Instruction and college programs to coordinate facilities use, including equipment and services.
- Negotiate and prepares vendor contracts for facility use contracts; responsible for invoicing and processing payments for facility use fees.
- Serves as college liaison regarding facility use and scheduling; policies, regulations and operational procedures; independently responds to all internal and external inquiries.
- Oversees the use of college vehicles, transportation and related requests; verifies driver authorization.
- Using scheduling system software, oversees scheduling classrooms, auditoriums, athletic fields and other facilities; coordinates and frequently communicates staffing, equipment and other logistical services arrangements to all involved parties.
- Monitor and maintains the scheduling system software, posts event information on the college website; updates and maintains scheduling data; prepares and reviews output reports to assist with planning facility use and college events.
- Manages and oversees the development of facility use fee schedules; develops, maintains and distributes procedural handbooks and information regarding the use of District facilities.

- Monitors and evaluates scheduling processes and procedures; researches, compiles, analyzes and compares highly complex internal and external data, methods, mechanisms and processes.
- Develops and runs complex computerized queries; tabulates and summarizes data; identifies trends and concerns; prepares summary reports.
- Develops, prepares, and monitors budgets for assigned functions, to include events/mailroom and duplicating departments; perform administrative budget functions which may include appropriation, expenditure and revenue transfers and recommend budget revisions; monitors expenditures to ensure fiscal integrity; compiles, analyzes, calculates and retrieves budget reports.
- Performs other related duties as assigned.

### **TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

- 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 increasingly responsible administrative support experience, including two years performing technical administrative work that involved the coordination and scheduling of events and activities. Experience in an academic setting is desirable.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The 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.*

#### **Knowledge of:**

- Principles and practices of customer service and public relations techniques.
- Applicable rules and regulations governing the use of College facilities.
- Principles and procedures of record keeping
- Modern office equipment including computers and software.
- Knowledge of general functions, policies, rules and regulations of a community college.
- Office management techniques, proper office procedure and practices.

#### **Ability to:**

- Manage and oversee the scheduled ~~the~~ use of College facilities, equipment, transportation vehicles and duplicating services.
- Manage ~~Organize~~, plan and develop work accomplishment timelines.
- Interpret, explain and ensure adherence to policies and procedures governing facility and transportation use.

- Manage and supervise assigned staff effectively; make sound hiring decisions by accurately determining the appropriate skills and abilities of prospective employees;
- Analyze situations and make decisions on procedural matters.
- Perform arithmetical calculations with speed and accuracy.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective internal and external working relationships.

**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.

**Special Requirements:**

- None

*Class Adopted: 5/10/17*  
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