

**TITLE: Coordinator, Facilities Use & Civic Center Events****CLASSIFICATION: Classified****SALARY GRADE: C10****SCOPE OF POSITION:**

Under general direction, responsible for scheduling facilities for non-instructional use by the District and the community; and coordination of associated technical, personnel support and services. Processes the contracts for such use; provides room reservations; administrative support; and other specialized activities. Organizes and coordinates daily operations of the department.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Coordinates the use of campus facilities for non-instructional functions, both Civic-Center Act and campus events; including room reservations.
2. Serves as the liaison with internal and external users in scheduling and pricing for use of District facilities for rental.
3. Screens Civic Center applicants to ensure facility use complies with District policy and regulations.
4. Coordinates facility usage and District resources with various departments including Custodial Services, Media Services, Facilities Operations, Warehouse, District Police, Student Services, and Academic Affairs.
5. Prepares and verifies contracts and agreements, including the collection of indemnification and insurance forms from external facility users, and billing invoices for all users of facilities and ensures payment of rental and/or direct service costs.
6. Resolves issues from parties related to facilities usage according to established policies and procedures; escalates complex matters and makes recommendations as appropriate.
7. Supports third-party software systems related to facility use and serves as the technical liaison.
8. Coordinates and provides training and technical support for employees involving related technologies, processes, and programs.
9. Compiles statistical information and prepares and presents reports; creates and maintains spreadsheets and databases; maintains facility usage files and records.
10. Provides general administrative support to the department.
11. May assist in maintaining web pages.
12. May serve as lead worker to short-term, non-continuing (STNC) employees in the area.

**KNOWLEDGE OF:**

1. Current office methods and practices including filing, proofreading, formatting, and basic bookkeeping.
2. Proper English usage, spelling, vocabulary, and grammar.
3. Proper reception and telephone etiquette.

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**KNOWLEDGE OF – Continued**

4. Basic web accessibility tools and document remediation.
5. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
6. Applicable technology usage, including standard office productivity software and other appropriate technology.

**ABILITY TO:**

1. Plan, organize, and coordinate assigned services and operations of the facilities use program in compliance with District policies and procedures.
2. Coordinate multiple projects and work assignments that are detail oriented and time sensitive.
3. Prepare reports and correspondence related to area of assignment.
4. Complete, process, review, and maintain forms, records, and databases.
5. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
6. Communicate effectively, both orally and in writing.
7. Exercise appropriate judgement in interactions with others and with work processes.
8. Interact with the public in a helpful, courteous, and professional manner.
9. Demonstrate sensitivity to, and respect for, a diverse population.

**QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

Associate degree required.

**EXPERIENCE:**

2+ years of related experience required.

**SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*