

TITLE: Manager, Facility Use & Event Services

CLASSIFICATION: Management Team – Classified Supervisor

SALARY RANGE: 15

SCOPE OF POSITION:

Under the direction of the Senior Dean of Students, coordinate with other departments on use of facilities and space planning; coordinate and support District-wide events and activities; and train, supervise and evaluate the performance of assigned staff.

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. Provide administrative oversight of the District's event management system; responsible for training District employees and departments on appropriate use of system.
2. Provide administrative oversight for all external reservations of District facilities, including logistics, event supervision, and contracts.
3. Coordinate, support and provide oversight for assigned District-wide events and activities; lead the coordination of the District's commencement ceremony in collaboration with the Vice President, Student Services office; provide necessary support and assist in the coordination of related end-of-year celebrations and ceremonies.
4. Advise and support student clubs and organizations on events and activities.
5. Provide oversight of the Bertolini Student Center and Pioneer Hall event and activity spaces; inventory and monitor equipment, technology and furniture; serve as a liaison to Facilities Operations on replacement, repair and maintenance of equipment, technology and furniture.
6. Provide extensive and in-depth technical expertise, information and assistance to the Senior Dean regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
7. Provides support for Auxiliary services as it relates to facilities use, including food, vending, and bookstore services.
8. Provide support for facilities related issues of student housing program.
9. Direct the preparation and maintenance of complex and comprehensive narrative and statistical reports, and records related to staff and assigned activities, including supporting documentation for reporting and planning.
10. Support and develop District-wide sustainability programs and initiatives on behalf of Student Services; serve as a liaison to Facilities Operations on sustainability programs and services; advise and support students on sustainability events, activities and initiatives.
11. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
12. Track and monitor assigned budgets; analyze and review budgetary and financial data; authorize expenditures.
13. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
14. Attend and conduct a variety of meetings; serve on assigned committees.

KNOWLEDGE OF:

1. Proper methods, techniques, materials, tools and equipment.
2. Appropriate safety precautions and procedures.
3. Budget preparation and control.
4. Oral and written communication skills.
5. Principles and practices of administration, supervision and training.
6. Principles of student advising and student development.
7. Sustainability practices and initiatives in facilities use and events.
8. Applicable laws, codes, regulations, policies and procedures.
9. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Train, supervise and evaluate the performance of assigned staff.
2. Confer with site administrators and supervisor regarding schedules and concerns.
3. Observe and enforce health and safety regulations.
4. Communicate effectively both orally and in writing.
5. Interpret, apply and explain rules, regulations, policies and procedures.
6. Establish and maintain cooperative and effective working relationships with others.
7. Operate a computer and assigned office equipment.
8. Analyze situations accurately and adopt an effective course of action.
9. Meet schedules and time lines.
10. Work independently with little direction.
11. Plan and organize work.
12. Direct the maintenance of reports and, records related to assigned activities.
13. Demonstrate sensitivity to, and respect for, a diverse population.

MINIMUM 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 Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associates degree, Bachelor's preferred.

Experience:

Increasingly responsible facilities and/or events experience in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Bending at the waist, kneeling or crouching. Lifting, carrying, pushing or pulling heavy objects.