

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: COORDINATOR, CIVIC CENTER LEASING**

#### **SUMMARY DESCRIPTION**

Under the direction of the Vice President for Business & Financial Affairs, oversee, plan, organize, coordinate, and review the services, activities, and operations of the District's Civic Center Facilities Leasing program as they relate to the leasing of facilities for special events and other activities not included in the academic schedule at the District; and coordinate assigned services and activities with a variety of organizations including community groups, school districts, private organizations, Southwestern College Schools and Departments, on-campus student organizations, and State, Federal, and local agencies.

#### **DISTINGUISHING CHARACTERISTICS**

The Coordinator, Civic Center Leasing is distinguished from the Assistant Coordinator, Civic Center Leasing by the scope of assigned duties and the independence with which each functions. The Coordinator level is expected to be fully knowledgeable about the Civic Center Leasing program and related District policies and procedures. The Coordinator level has primary responsibility for interacting and negotiating with external organizations and overall responsibility for the leasing program. Positions within this class are expected to train and provide lead direction as needed to the Assistant Coordinator, Civic Center Leasing, although employees in the latter classification are expected to perform duties with increasing independence as program knowledge increases.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Lead and oversee the day-to-day activities of the District's Civic Center Facilities Leasing (CCFL) program; plan, organize, coordinate, and oversee the services, activities, and operations provided by the District's CCFL program including facility leasing for special events, college workshops, short-term classes, and other events; lease facilities to raise revenues for the District. ***E***
2. Serve as liaison to and negotiate with potential internal and external clients; schedule and coordinate appointments, tours, and visits to venue and event spaces; explain District policies, fees, regulations, and deadlines as well as Ed Code articles and regulations; provide advice and assistance pertaining to facility availability, appropriateness, set up, and equipment needs; assess facility and excess fees for each event requested using designated guidelines. ***E***
3. Serve as leasing contract advisor for the facilities and leasing area; prepare contracts, subcontract agreements, co-sponsorship agreements, invoices, hold harmless agreements, and other necessary contractual paperwork; compile and maintain audit-ready contract files; gather information for each project including insurance certificates, agreements, contracts, forms, and payments in compliance with the regulations, procedures, and timelines. ***E***
4. Coordinate all special events/activities with staff and faculty from Southwestern College Schools and Departments, Student Organizations/Clubs, and outside agencies/organizations; meet with clients, as well as with Southwestern College staff, faculty, and students to coordinate their events and programs; disseminate event information to Community Relations Public Information Officer for press releases and District department use. ***E***
5. Determine needs and create work orders for each event requiring special room layout, furniture, lighting, air conditioning or heating, computer and audiovisual equipment, public address equipment, and other items; coordinate with maintenance, custodial, multi-media services, College police, and other departments on event planning; oversee, instruct, direct and inspect staff on event setups; coordinate and monitor event timelines and ensure deadlines are met. ***E***

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**  
**Coordinator, Civic Center Leasing - *Continued***

6. Secure, coordinate, and oversee staff for facilities leasing special events; select, train, and provide direct supervision of personnel assigned duties under the CCFL program; determine and assign or contract staffing for events to include custodians, set up technicians, security, lifeguards, theater personnel, and facility aides; review and process timesheets for event staff; prepare timesheets for budget signature and payment according to District guidelines. *E*
7. Assist with managing on-site production and clean up for events as necessary; close out all events as required; prepare time-sensitive follow-up reports and debriefs on District events. *E*
8. Establish, organize, maintain, and update facilities database systems as well as District calendars and schedules related to facilities venues; maintain account of District facility availability; submit for on-line viewing; distribute calendar to appropriate Southwestern College Schools, departments, nearby businesses, and other District employees as required. *E*
9. Communicate and meet with vendors to collect all local and state documentation in relation to vendor sales and Insurance Certification verification; negotiate vendor contracts and secure signatures deeming vendor as authorized by the District. *E*
10. Monitor and maintain all CCFL accounts receivables; track all accounts to ensure accounts are paid current; collect single and monthly payments for one-time and long-term event contracts; prepare checks for deposit in accordance with established District processes; collect cash and process credit card information for event payment; prepare and distribute payment notices as well as delinquent fee reminders; proceed with collection of payment procedures when necessary. *E*
11. Monitor, maintain, and participate in the administration of assigned budget; recommend funds needed for staffing, equipment, materials, supplies, and expenditures; prepare requisitions; verify and prepare internal invoices for payment or budget transfer; track and update invoicing as needed to ensure account is paid/closed. *E*
12. Take a monthly count of all CCFL purchased items for inventory control purposes; document inventory numbers; order more resources if needed; assess the need for storage and inventory distribution in relation to event schedules. *E*
13. Serve as liaison to the CCFL Revenue Generation Team, rental venue Deans and managers, and staff; provide assistance regarding CCFL policies, procedures, and practices; prepare cost proposals/quotes and periodic progress reports to the CCFL Revenue Generation Team; initiate and manage CCFL correspondence. *E*
14. Participate in the development and implementation of goals, objectives, policies, and priorities for Civic Center Facilities Leasing; recommend and administers policies, procedures, and programs. *E*
15. Communicate, negotiate, and provide excellent, responsive, high quality customer service to potential/current clients, representative of outside agencies, members of the public, and District employees on special events and District facilities rentals; receive, assess, and resolve facilities leasing issues and complaints according to established guidelines. *E*
16. Ensure that the District is in compliance with fair market rental and Insurance Certification regulations; review facilities staffing fees to maintain consistency with current standards; recommend changes and/or increases as needed. *E*
17. Maintain an accurate computerized database of all keys issued on campus; create and maintain key authorization forms, procedures, and protocols; maintain key space inventory schematics for the District; distribute, collect, and organize keys according to established procedures; conduct campus-wide annual key inventory; organize and facilitate College wide re-key and key distribution. *E*
18. Create and implement the District's electronic key access policy and procedure; issue electronic key fobs to District faculty and staff to accommodate access to the building and classrooms;

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**  
**Coordinator, Civic Center Leasing - *Continued***

- schedule the ingress and egress to buildings via the electronic key access system; maintain electronic key software and database. *E*
19. Process requests for use of District fleet vehicles; determine appropriateness of vehicle needed; maintain computerized database to make vehicle reservations; process required forms; keep records of mileage; communicate with the District's automotive maintenance staff regarding District vehicle fleet use, conditions, and requirements. *E*
  20. Maintain vehicle keys and gasoline credit cards; order keys or credit cards as required; process receipts; organize and maintain files required for drivers of District vehicles; review request forms for accuracy and completeness and submit to appropriate department for finalization. *E*
  21. Participate in the development and maintenance of manuals related to functions of the department; update manuals periodically as the need for changes or updates arise. *E*
  22. Participate in the collection, compilation and analysis of information from various sources on a variety of specialized topics related to Civic Center Facilities Leasing activities; conduct research and obtain data on assigned topics; participate in the preparation of report that present and interpret data, identify alternatives, and make and justify recommendations. *E*
  23. Train and provide work direction and guidance to office clerical personnel as assigned; select, train, evaluate, and guide student workers; provide assistance to other office and various department staff as needed; recommend new and revised office procedures as appropriate. *E*
  24. Prepare and submit a variety of reports including reports to the Governing Board related to assigned areas of responsibility. *E*
  25. Attend a variety of workshops and seminars to keep abreast of growing technological and industry aspects related to scheduling and facilities leasing, contracting, and other job duties related to the position.
  26. Perform related duties and responsibilities as required.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

- Operations, services, and activities of a facilities leasing program.
- Policies and procedures related to the work unit,
- Event planning protocol and procedures including fee structures, facility scheduling, and industry standards including assessment of safety and risk management logistics.
- Pertinent Federal, State, and local codes, laws, regulations, and policies including applicable sections of the State Education Code.
- Campus and HEC facilities, classroom space, conference rooms, specialty venue areas, etc.
- Contract development and administration terminology, principles, and practices.
- Bookkeeping principles, practices, and procedures including those used in billing and invoicing.
- Principles and techniques of marketing and advertising.
- Complex record keeping principles and practices and inter-related filing systems.
- Database creation, input, and management.
- Principles and procedures of financial and statistical record keeping.
- Principles and procedures of report preparation.
- Public relations and customer service principles and practices.
- Basic principles and practices of budget preparation and administration
- Principles and practices used in analyzing and evaluating programs, policies, and operational needs.
- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheets, and statistical databases.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Basic principles of supervision, training, and performance evaluation.

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**  
**Coordinator, Civic Center Leasing - Continued**

**Ability to:**

- Plan, organize, and coordinate assigned services and operations of the CCFL program in compliance with District policies and procedures.
- Manage multiple projects and work assignments that are detail oriented and time sensitive.
- Review and proof work orders and event setup details for accuracy, completeness, and compliance with applicable District and Department rules and regulations.
- Plan, schedule, and attend meetings to evaluate and consult on special events.
- Participate in budget preparation and administration; monitor and maintain the CCFL budget.
- Provide high level customer service; exercise judgment, diplomacy, and discretion in handling matters of a sensitive nature.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures and apply them with good judgment.
- Select, train, and supervise assigned personnel.
- Prepare a variety of reports and correspondence related to area of assignment.
- Complete, process, review, and maintain forms, records, and databases.
- Coordinate workflow to be responsive to time lines.
- Operate a variety of office equipment including a computer.
- Exercise independent judgment and initiative.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school supplemented two years of college level course work in business or a related field and five years of increasingly responsible experience in the coordination and scheduling of special events.

**LICENSE OR CERTIFICATE**

Valid California driver's license and a safe driving record.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**  
**Coordinator, Civic Center Leasing - *Continued***

Created: December, 2015

*Forsberg Consulting Services (Replaces Facilities Leasing & Events Coordinator)*