

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

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

### **SUMMARY DESCRIPTION**

Under the general supervision of the Vice President for Business & Financial Affairs, participate in 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; provide assistance to the Coordinator, Civic Center Leasing and assume duties in the absence of the Coordinator.

### **DISTINGUISHING CHARACTERISTICS**

The Assistant Coordinator, Civic Center Leasing is distinguished from the Coordinator, Civic Center Leasing by the scope of assigned duties and the independence with which each functions. The Assistant Coordinator level is not expected to have the depth of knowledge needed to perform the full scope of duties related to Civic Center Leasing and has less frequent involvement with interacting and negotiating with external organizations. Positions within this class are expected to provide assistance as needed to the Coordinator, Civic Center Leasing, assume independent responsibility for assigned components of the Civic Center Leasing program, and assume responsibility for day to day activities in the absence of the Coordinator.

### **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. Participate in the day-to-day activities of the District's Civic Center Facilities Leasing (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 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. Coordinate 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**
4. 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; instruct and inspect staff on event setups; coordinate and monitor event timelines and ensure deadlines are met. **E**
5. Secure staff for facilities leasing special events; 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**
6. 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**

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7. 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*
8. 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. *E*
9. 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*
10. Communicate 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*
11. Maintain an accurate computerized database of all keys issued on campus; maintain key space inventory schematics for the District; distribute, collect, and organize keys according to established procedures; conduct campus-wide annual key inventory; participate in College wide re-key and key distribution. *E*
12. Issue electronic key fobs to District faculty and staff to accommodate access to the building and classrooms; schedule the ingress and egress to buildings via the electronic key access system; maintain electronic key software and database. *E*
13. 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*
14. 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*
15. 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*
16. Perform related duties and responsibilities as required.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

Services and activities of a special events and facilities leasing program.

Event planning procedures.

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.

Basic bookkeeping principles, practices, and procedures.

Record keeping practices and inter-related filing systems.

Database input and management.

Principles and procedures of report preparation.

Public relations and customer service principles and practices.

Modern office procedures, methods, and equipment including computers.

Computer applications such as word processing, spreadsheets, and statistical databases.

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Correct English usage, grammar, spelling, punctuation, and vocabulary.

**Ability to:**

Participate in the services and operations of the CCFL program.

Manage multiple work assignments and meet timelines.

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.

Provide high level customer service.

Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures and apply them with good judgment.

Prepare reports and correspondence related to area of assignment.

Complete, process, review, and maintain forms, records, and databases.

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 and three years of increasingly responsible clerical experience. Additional college level course work in business or a related field and/or experience in coordinating and scheduling of special events is desirable.

**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.