

FACILITIES COORDINATOR

CLASS SUMMARY

Under general direction – responsible for scheduling college facilities for use by the college and the community; processes the contracts for such use; and assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Schedules and coordinates the use of campus facilities for non-class functions (both Civic-Center and Campus events) held on campus; maintains a master calendar for facilities use; maintains the campus room schedule book, updates and records room use into the computer system; determines the facility type of space required and available; estimates cost of equipment set-up and custodial overtime, and provides the accounting office with billing charges; prepares contracts for use of facilities; coordinates the set-up of facilities; screens Civic Center applicants to make sure facility use complies with policy; prepares semi-weekly calendar of events; order requested equipment and/or food service; compiles statistics and prepares departmental, State and Federal reports. Assumes and performs related duties and responsibilities as required.

ORGANIZATIONAL RELATIONSHIPS

This position/class reports to the designated administrator or supervisor. May direct part-time clerical or student help.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to a two-year college course with emphasis on public relations, office organization and program coordinating; and sufficient experience to become familiar with the proper uses of the 120-150 facilities available for assignment.

Knowledge and Abilities

Good Knowledge of: the 120-150 facilities available for assignment; College and District policies regarding facilities use; support systems (e.g., food or media service), staffing and fee schedules; insurance requirements; various reports and statistics required by the College.

Ability to: type contracts; coordinate scheduling of 120-150 facilities, work with various campus department to coordinate services.