

**FACILITIES COORDINATOR
JOB DESCRIPTION**

CLASS SUMMARY

Under general direction – responsible for scheduling college facilities for use by the college and the community; processes the contracts for such use; event and room reservations, work order coordination, key and vehicle issuance, tracking of PO expenditures, maintaining office records, providing general support services 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 Act and campus events) held on campus; Serve as liaison with internal and external users in schedules and pricing for use of college facilities for rental; Coordinate facility usage in collaboration with various departments including custodial, public safety, grounds, maintenance, community services, student services, continuing education, and academic affairs departments; Manage incoming facilities work order, furniture transfer and move requests; maintains a master calendar for facilities use; Keep detailed records of facility usage and update facilities databases using district software; Train staff as appropriate in the use of facilities-related software; produce and distribute weekly room usage and monthly space utilization reports for internal distribution; Collect and file indemnification and insurance forms from external facility users; estimates cost of equipment set-up and custodial overtime, and provides the accounting office with billing charges; Prepare contracts and billing invoices for all users of facilities and insure payment of rental and/or direct service costs ; screens Civic Center applicants to make sure facility use complies with District policy and regulations; orders requested equipment and/or food service. Process key requests and issue keys; process requests for use of district vehicles and maintain vehicle fleet inventory and ensure regular maintenance is completed; Provide support to external agencies, such as Registrar, Red Cross, contractors and petitioners; Compile statistics and prepare departmental, State and Federal reports; Assume and perform 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.

**FACILITIES COORDINATOR
JOB DESCRIPTION – CONTINUED**

MINIMUM QUALIFICATION

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/event coordination

DESIRABLE QUALIFICATIONS

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.

Board Approved: December 13, 2021