

**San Jose · Evergreen Community College District
Classified Job Description**

Position: College Facilities Coordinator

Department: Administrative Services

Location: EVC or SJCC

Date: 5/27/15

POSITION PURPOSE

Reporting to the Vice President of Administrative Services or assigned administrator, the College Facilities Coordinator is responsible for assisting the Vice President with facility rental services and coordination of campus emergency operations, responses, and safety. This position is the first point of contact for internal and external clients seeking support and information from the Facilities group on campus. The incumbent oversees the classroom scheduling, and assists with bond projects and Facilities/Capital projects that pertain to the campuses. Responsibilities also include coordination with District Police, Grounds, Maintenance, Campus Technology Support Services, and Custodial Departments to ensure that all events on campus are supported.

KEY DUTIES AND RESPONSIBILITIES:

1. Serve as liaison with internal and external users in schedules and pricing for use of college facilities for rental of classrooms, theater, lecture halls, athletic facilities, the student center, gymnasium and other areas of campus for special events.
2. Coordinate facility usage in collaboration with various departments including custodial, police, grounds, maintenance, and academic departments.
3. Maintain detailed records of facility usage and update facilities database using district software.
4. Collect and file indemnification and insurance forms from external facility users.
5. Prepare billing notices/invoices for all users of facilities and insure payment of rental and/or direct service costs such as custodial, police services, grounds workers, maintenance workers, theater technicians, and locker room attendants, etc.
6. Maintain and oversee the campus classroom-booking and campus event schedule.
7. Coordinate facilities scheduled maintenance and prepare related documents, reports and minutes.
8. Assist in selecting and evaluating classroom and office furniture, fixture, and equipment vendors; act as the contact person for vendors in projects related to facilities.
9. Prepare and monitor department budget and projections for facilities usage.
10. Provide support and coordination in programs of campus safety, OSHA requirements, and chemical and hazardous materials operations.
11. Participate in the business continuity planning and emergency operations.
12. Assist and coordinate the setup and operation of lighting, sound, and staging for theater events.
13. Provide support to external agencies, such as Fire Department, Police, Red Cross, and other related organizations for campus events and activities.

14. Perform other related duties as assigned.

Knowledge of:

1. Concepts, techniques, procedures, and policies applicable to facilities usage areas.
2. Principles of time management and project coordination.
3. Advanced principles and procedures of recording keeping and reporting.
4. Federal and state laws and regulations related to OSHA and hazardous materials.
5. Generally accepted financial accounting methods, practices, and public sector accounting practices and procedures.
6. Enterprise application software and MS Office such as Word, Excel spreadsheets.
7. Modern office practices, procedures and equipment including computer operation.
8. Oral and written communication skills.

Skills and Ability to:

1. Coordinate facility usage with sufficient logistics skills.
2. Perform complex computations and statistics using mathematics skills.
3. Perform responsible and difficult administrative work involving the use of independent judgement and personal initiative.
4. Interpret and apply administrative and departmental policies and procedures.
5. Write reports, proposals, business correspondence and procedure manuals.
6. Maintain and update multiple budgets.
7. Exercise patience and discretion in communications with others inside and outside the District.
8. Communicate effectively both orally and in writing and make presentations.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little supervision; prioritize work and meet schedules.

Experience and Education:

1. Associate's degree or equivalent from an accredited college or university.
2. Two years of responsible and professional work in facilities administration, accounting, or public administration.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic back of groups historically underrepresented, and groups who may have experienced discrimination.

Licenses and Certificates:

1. Possession of a valid California Class C Driver's license.

DESIRABLE QUALIFICATIONS:

1. Bachelor's degree in Accounting, Business Administration, Finance or related field.
2. Working knowledge of facility management application FUSION.

WORKING CONDITIONS

Environment:

1. Typical office environment.

Physical Demands:

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Hearing and speaking to exchange information in person or on the telephone.
3. Vision sufficient to read a variety of materials.

Board Approved: 5/26/15

Salary Range: 100

EEO Category: 2B3 – Technical/Paraprofessional