

**CLASS TITLE: SCHEDULING AND EVENTS SPECIALIST**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, coordinates, schedules, and monitors use of college facilities for academic and/or non-academic events by the District and the community. Performs a variety of logistics support duties such as arranging for space, energy and lighting, staffing and security, food services, and clean-up. Prepares specialized records, contracts and reports for facility use.

**REPRESENTATIVE DUTIES:**

Coordinates and updates non-instructional facility use by internal and outside organizations on a daily basis. Processes facility requests and generates calendar of events reports.

Provides information to staff and outside customers on availability of facilities, fees, insurance and other requirements.

Receives requests for use of facilities, reviewing applications for accuracy and completeness, obtaining approvals, verifying insurance, determining fees, and communicating decisions and instructions to applicants.

Ensures that insurance documents are received and verified from outside users of campus facilities.

Determines the type and availability of space and equipment needed for non-instructional use of the facilities to include theaters, conference areas, and athletic venues. Estimates costs of equipment, set-up, overtime and/or other costs using approved fee schedules.

Provides prospective users with Facilities layouts and tours to assist in selection, layout and set-up of campus rental facilities. Schedules use of lighting and HVAC equipment based on facilities usage.

Enters facility schedule information to a computerized energy management program that optimizes heating, air conditioning and lighting.

Plans, coordinates, schedules and supports event staff in the preparation, set-up, operation and sequencing of events, including clean-up. Arranges with skilled maintenance staff to optimize facility energy usage.

Schedules and may facilitate meetings with administrators, faculty, staff and event representatives to organize operations and support services connected to District events. Notifies appropriate area staff of action to be taken.

Prepares and distributes weekly schedules showing all campus activities (not including regularly scheduled credit classes) for general information and for Campus Police Services to unlock and lock doors, etc.

Prepares requisitions, invoices, payroll, and billing records in connection with services provided to facility users. Processes invoices for payment after verifying goods and services received, making budget coding, then forwarding to accounts payable.

Maintains a variety of records that follow alphabetical, index, and cross-reference formats. Updates records and files with documents and other information that may be confidential in nature. Inventories, receives, shelves, and distributes supplies.

Compiles statistical data, posts routine administrative or financial transactions or other data and maintains various department information onto establish data entry formats. Searches out information in departmental records and files.

Tracks problem areas connected with purchase orders (POs), regularly check budget balances of assigned sections, monitoring expenditures and notifying appropriate staff member(s) of changes requiring their attention.

Maintains a positive image and promotes public relations efforts between the college and the community. Assures coordination and compliance with City, Police and Fire laws and ordinances.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Logistics, rules, regulations and policies for using facilities.

Correct English usage, spelling, grammar and punctuation.

Rules, regulations, policies and procedures of the community college system.

Modern office procedures, methods and equipment.

Public relations techniques.

The services used in connection with and support of facility preparation, maintenance, and cleaning, grounds, traffic, hospitality services, and security.

Basic mathematics skills.

Record-keeping techniques.

Principles and practices of providing work direction and guidance.

### **ABILITY TO:**

Learn, understand, and apply district rules, regulations and policies for facilities use.

Maintain records and prepare reports.

Manage multiple tasks and meet established deadline and timetables.

Perform work involving the use of independent judgment and personal initiative.

Work cooperatively with other departments, offices, instructors, students and outside agencies.  
Operate a variety of office equipment including a computer, multi-line phone, and two-way radio.  
Communicate effectively both orally and in writing.  
Provide work direction and guidance to students and temporary hourly employees.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and four years of progressively responsible experience in an event or facilities planning environment. An Associate's degree in business, performing arts, public relations or equivalent is preferred and may substitute for some experience.

**WORKING CONDITIONS:**

ENVIRONMENT:  
Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- |    |                               |    |                                      |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent                |
| 2. | Occasional = 25-50 percent    | 4. | Very Frequent = 76 percent and above |
- 
- |          |    |  |
|----------|----|--|
| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations.      |
| <u>1</u> | b. | Ability to stand for extended periods of time.   |
| <u>4</u> | c. | Ability to sit for extended periods of time.   |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter.                                     |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels.                                    |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>2</u> | g. | Ability to bend and twist.   |
| <u>2</u> | h. | Ability to lift <u>10</u> lbs.   |
| <u>2</u> | i. | Ability to carry <u>10</u> lbs.  |
| <u>4</u> | j. | Ability to operate office equipment.   |
| <u>3</u> | k. | Ability to reach in all directions.  |

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*