



## **JOB TITLE: FACILITIES PROGRAM SPECIALIST**

Classification: Classified  
Salary Range: 32

Retirement Type: PERS\*  
Board Approved: August 18,2003

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### **BASIC FUNCTION:**

Under the direction of an assigned administrator, schedule, document, coordinate and facilitate the scheduling and rental of college property and facilities; prepare contracts, invoices and related paperwork; interact with staff, community groups and general public; and provide administrative support for the facilities division management

### **REPRESENTATIVE DUTIES:**

Schedule, document, coordinate and facilitate the rental of college property and facilities; receive facility use requests; communicate with community groups, District personnel and others to arrange use of school facilities.

Determine availability of requested site; compute charge for use of facilities, including labor, supplies and equipment costs; arrange for security as required.

Assist in designing and maintaining the information for input on the Web.

Prepare contracts, invoices and related paperwork; arrange for custodial, athletic and food services personnel as needed; assure proper billing and collection of fees for facility use.

Plan, organize and schedule planning meetings between the center and staff; communicate and coordinate rental logistics with staff and communicate changes or additional needs as required.

Respond to phone requests concerning various District events; provide information related to the use of facilities available.

Develop and maintain accurate budgets for the Civic Center and facilities projects; prepare the annual preliminary budget for the District; analyze and review budgetary and financial data; control and monitor expenditures in accordance with established limitations.

Organize, file and maintain construction and maintenance documents, drawings, specifications and related materials.

Coordinate with maintenance personnel to complete work needed to contract use.

Exercise independent judgment regarding operational problems.

Operate a variety of office equipment including computer, calculator, facsimile machine, typewriter, scanner and copier.

Prepare and maintain a variety of files, records and reports.

Perform related duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Any combination equivalent: two years college-level course work in business or related field and two years coordination and administrative experience.

**OTHER QUALIFICATIONS:**Knowledge/Areas of Expertise:

Rules, regulations, codes, policies, procedures and practices as related to the Civic Center.  
Oral and written communication skills.  
Facility scheduling and fee schedules.  
Operation of a computer terminal.  
Modern office practices, procedures and equipment.  
Record-keeping techniques.  
Interpersonal skills using tact, patience and courtesy.  
District organization, operations, policies and objectives.

Abilities/Skills:

Operate facilities operating systems and related software.  
Schedule, document, coordinate and facilitate the rental of college property and facilities.  
Assess renter needs and interests and obtain relevant solutions.  
Conduct and facilitate meetings.  
Read, interpret, apply and explain rules, regulations and procedures.  
Communicate effectively both orally and in writing.  
Maintain records and prepare reports.  
Establish and maintain cooperative and effective working relationships with others.  
Prioritize and schedule work.  
Operate a computer and related office equipment.  
Manage content of Internet application.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Meet schedules and time lines.

Licenses or Other Requirements:

May require a valid driver's license.

**WORKING CONDITIONS:**

Office setting environment  
Sit for extended periods of time  
Dexterity of hands and fingers to operate office equipment  
Hear and speak to exchange information on the telephone or in person  
Subject to constant interruptions

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.