



Classification Title: Events Scheduling Specialist

Department:	Facilities	EEO6 Code:	4
Employee Group:	Classified	Salary Grade:	23
Supervision Received From:	Administrative Coordinator, Facilities	Date of Origin:	9/2016
Supervision Given:	General Supervision	Last Revision:	9/2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Oversees the scheduling and use of District facilities for non-instructional meetings, events and workshops; interfaces with community and student groups; oversees contracting, rental agreements and payment; coordinates custodial and maintenance requests.

DISTINGUISHING CHARACTERISTICS.

The Events Scheduling Specialist performs specialized facilities program administration duties as mandated by the Civic Center Act of the California Education Code.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Schedules use of District facilities for non-instructional functions held on campus or at District education centers; accepts and screens applications for correctness, completeness and compliance with facility use policy; determines the type of space needed and availability; estimates costs, including, but not limited, to equipment setup, custodial overtime, Palomar College Police Department; prepares contracts for use of facilities; collects liability and insurance documentation; approves or denies requests; notifies applicant and maintains documentation.
2. Arranges for opening and closing, setup and cleanup of facilities and/or locations; orders requested equipment and/or food service; dispatches skilled trades as needed; notifies Palomar College Police Department and arranges for security and parking.
3. Compiles, calculates costs and invoices event or program participants; coordinates invoices and collection activities with Fiscal Services; verifies the accuracy of receipts and invoices including routing for signatures and compiling complex detailed documentation; creates and runs reports through spreadsheets and financial systems.
4. Using standard and specialized software, maintains a master calendar for facilities use; composes and/or types memoranda, correspondence, reports, agreements, contracts, spreadsheets, forms and other documents; responds independently to phone calls, correspondence and email inquiries regarding a variety of program matters; organizes, maintains and updates standard and specialized files, documents and records including work order tracking, facilities scheduling, financial records, insurance, and regulatory and program-related reports; performs basic research; develops, tracks, analyzes and reports administrative processes, metrics and documents; creates and maintains electronic and physical filing systems.

5. Provides backup for other Facilities department administrative support staff including processing, logging and tracking building and vehicle key requests for staff and faculty; creates electronic keys; may dispatch trades and grounds personnel.

Marginal Functions:

1. Maintains and updates program website.
2. May provide guidance and direction in the work of lower-level staff and student workers, including assigning work to lower-level employees and ensuring completeness, accuracy and conformance with District standards.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years of increasingly responsible clerical and secretarial experience.

Education/Training: Equivalent to completion of the twelfth grade.

Preferred Qualifications:

1. Clerical and secretarial experience involving frequent public contact and event planning experience.
2. Completion of college-level coursework from an accredited college or university.

Knowledge of:

1. Office administration practices and procedures.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
3. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
4. Functions, rules, policies and procedures applicable to assigned areas of responsibility.
5. Basic research methods and data analysis techniques.
6. Provisions of the California Public Records Request Act and the Ralph M. Brown Act.
7. Provisions of the California Civic Center Act and other applicable sections of the Education Code,
8. Federal, state and local laws, regulations and court decisions governing area of assignment.
9. General accounting systems and associated systems, practices and procedures for processing accounting information and interpreting input and output data.
10. Modern office practices, procedures and equipment including computers and applicable software programs.
11. Basic practices and procedures of public administration for budgeting, purchasing and recordkeeping.

Skill in:

1. Assigning and inspecting the work of student workers and lower-level staff.
2. Developing and maintaining databases and complex schedules.
3. Representing an employer in interactions and negotiations with external organizations and the public.

4. Composing clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials.
5. Reaching sound decisions in accordance with policies and procedures relevant to assigned areas of responsibility.
6. Making calculations and tabulations and accurately processing and reviewing fiscal and related documents.
7. Tracking statistical information utilizing complex spreadsheets and databases.
8. Communicating clearly and effectively, both orally and in writing.
9. Preparing clear, concise and accurate reports, documents, data entries, and other written materials.
10. Operating a computer, enterprise software, spreadsheet and word processing software and other standard office equipment.
11. Organizing and maintaining specialized files.
12. Maintaining confidentiality of student files and records.
13. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
14. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions, and the noise level is usually quiet to moderate.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit for prolonged periods; near visual acuity for reading computer screens, reports and schedules; and repetitive use of hands for extensive use of keyboards.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.