

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: College Events and Operations Administrator

Unit: Supervisory & Professional

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Job Code: D1907
Original Date: 07/2018
Last Revision: 07/2018
Staff Type: Classified
FLSA status: Exempt
Salary Range: 12

DEFINITION

Under the general direction of the Vice President, Administrative Services, or assigned manager, plan, organize, manage, and direct functions, programs, and services of campus operations and events, including facilities operations, maintenance and planning, facilities rental, event coordination, project management, campus office moves, stockroom functions, space inventory activities, and Occupational, Environmental Health and Safety programs, including hazardous materials management. Serve as the Administrator in Charge for Administrative Services in the absence of the Vice President, Administrative Services.

EXAMPLE OF DUTIES

1. Plan, manage, direct, and evaluate the functions, programs, and services of campus operations and events; ensure compliance with District policies, California Education Code, and State and federal regulations.
2. Manage college operation activities, including the maintenance of college buildings and grounds areas and custodial services in coordination with the Maintenance and Operations Department.
3. Administer special events, facilities master calendar, and facilities rental program in accordance with established guidelines and budgets; negotiate use contracts and accords; explain District policies, fees, regulations, and deadlines for use of facilities.
4. Assist the Vice President, Administrative Services, with the coordination of college-level planning for new facilities and renovations and coordinate district staff and contractor transactions during the construction of buildings and facilities;
5. Oversee the safety and emergency programs of the college in collaboration with police and district staff.
6. Analyze and recommend policies, procedures, and funding required to continue programs. Prepare and submit budget for assigned functions; review periodic budget reports to compare actuals against forecasts; provide explanations of variances as necessary.
7. Oversee all aspects of inventory, asset management, purchasing, receiving, stocking, distribution, and delivery of supplies and assets on campus. Provide direction in the interpretation and application of related District policies and procedures.
8. Develop and coordinate safety plans and risk avoidance programs in conjunction with District safety committees to ensure legal compliance with health, safety, and environmental codes. Communicate areas of high liability risks and assist in eradication of and/or reduction of risk.
9. Oversee administration of Civic Center rentals; plan, coordinate, and communicate with College constituents to facilitate rentals; manage calendars to publicize campus activities. Supervise the maintenance of records of applications, permits, and certificates of insurance, payments, and related material. Serve as point of contact for rentals; resolve complaints and issues among or between user groups, staff, rentals, and/or College personnel.
10. Ensure that facilities are maintained and operated in a safe and sanitary condition. Observe facility and recommend improvements, maintenance, and repairs as appropriate.

11. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned activities, programs, and operations; recommend and administer policies, procedures, and programs; participate in long-range planning activities.
12. Oversee the planning and supervision of college-sponsored activities or other special events.
13. Train, supervise, and evaluate the work performance of assigned staff; provide technical direction and guidance; recommend personnel actions, including employment, change in status, and disciplinary action.
14. Coordinate the evaluation of all assigned staff; assess the effectiveness of all programs and services.
15. Serve as a member or chair of College committees and participate in District committees as designated; maintain liaison with other site and District administrative staff to assure coordination of activities.
16. Serve as the Administrator in Charge for Administrative Services when the Vice President, Administrative Services, is absent.
17. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Applicable sections of local, State, and federal laws, rules, and regulations.
Athletic and fitness training, sports, and swimming pool equipment.
District organization, operations, policies, and objectives.
English usage, grammar, spelling, punctuation, and vocabulary.
Health and Safety/OSHA requirements.
Methods and procedures for scheduling maintenance projects.
Methods, techniques, and practices used in determining and eliminating health hazards in occupational and environmental settings.
Modern office practices, procedures, and equipment, including computer hardware and software.
Oral and written communication skills.
Principles and practices of administration, supervision, and training.
Principles and practices of inventory control and receiving and distribution systems.
Principles of budget planning and monitoring.
Principles of facilities inspection, repair, and improvement.
Record-keeping techniques.
Safety techniques involving use of hazardous materials.

Skills and Abilities:

Analyze situations accurately and take effective courses of action.
Assess and schedule maintenance projects.
Assure the timely preparation and distribution of reports, records, and documentation.
Communicate effectively both orally and in writing.
Coordinate and manage special projects as assigned.
Demonstrate interpersonal skills using tact, diplomacy, and courtesy.
Develop budget recommendations; monitor and control expenditures.
Establish and maintain effective working relationships with others.
Establish, maintain, and coordinate schedules of facilities use.
Evaluate campus facilities and surrounding areas and make recommendations for improvements, maintenance, and repairs.
Inspect projects according to specifications.

- Interpret, apply, and explain laws, rules, policies, and procedures.
- Maintain records and prepare reports.
- Manage operations of business and facilities.
- Meet schedules and timelines.
- Negotiate use contracts and accords.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Plan, estimate, and coordinate building and improvement projects.
- Plan and organize work.
- Train, supervise, evaluate, and provide work direction and guidance to others.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: a bachelor's degree in public or business administration or related field and five years of supervisory or management experience in facilities operations, preferably in a large educational setting or other public agency.

WORKING CONDITIONS

Physical Requirements:

Category III, usually minimum.

Environment:

Favorable, usually involves an office.