

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Administrative Services Supervisor

Unit: Supervisory and Professional

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Job Code: D1920
Original Date: 04/2004
Last Revision: 03/2018
Staff Type: Classified
FLSA status: Exempt
Salary Range: 13

DEFINITION

Under the direction of the Vice President of Administrative Services and the Vice President of Instruction at Miramar College, provide leadership and direction for the administrative services and instructional support for the Hourglass Park jointly shared with the City of San Diego. Facilities include the Ned Baumer Miramar College Aquatic Center, Hourglass Park multipurpose athletic fields, and the Hourglass Park Fieldhouse with a large fitness center, classrooms, dance studios, gymnasium, meeting areas, offices, and training rooms for educational and athletic programs. Supervise contract classified and temporary staff within the Hourglass facilities and monitor City of San Diego employees in their performance within the facility. This position chairs the Hourglass Joint Use Oversight Committee and facilitates the annual budget development process and assessment of shares for the three operational budgets.

EXAMPLE OF DUTIES

1. Plan, organize, coordinate, and oversee the services, activities, and operations provided by all College-operated Hourglass Park facilities related to special events and other activities not included in the academic schedule at the District, including college workshops, special events, short-term classes, and other activities, assuring coordination between college's instructional and athletic programs, City functions, and community events; lease facilities to raise revenues for Civic Center use of Hourglass Facilities; provide a welcome and productive environment for groups to conduct a variety of events and activities.
2. Negotiate with potential clients; explain District policies, fees, regulations, and deadlines for Civic Center use of Hourglass Facilities; provide advice and assistance to clients pertaining to facility availability, appropriateness, set-up, and equipment needs; assess facility and fees for each event using designated guidelines; prepare contracts, subcontract agreements, invoices, hold harmless agreements, and other necessary contractual paperwork required for special events; collect insurance certificates, agreements, contracts, forms, and payments pertaining to special events in compliance with the regulations, procedures, and timelines.
3. Serve as the primary Miramar College representative for all Hourglass Park functions, including serving as Chair for the Hourglass Park Joint Use Committee and the Aquatic Partners Committee. Work with College and District staff and faculty for scheduling events/activities and resolving conflicts. Meet with City of San Diego representatives to resolve conflicts and provide clarification and follow up on invoices.
4. Coordinate the annual budget development process for the joint use facilities according to District standards and the Hourglass Joint Use Agreement for review by the Joint Use Committee; prepare budget letters to the City of San Diego once approved. Calculate annual time allocations and assess the shares for review and discussion by the Hourglass Joint Use Committee.
5. Develop and implement procedures for the maintenance, use and security of all supplies and equipment allocated to the Exercise Science Department and Hourglass Park Facilities.
6. In consultation with Department Chairs, plan and administer appropriate School matters, including recommend a school budget and oversee the approved budget within resources, coordinate expenditures with the appropriate administrative offices, and manage assignment of allocated instructional facilities within the School; recommend facilities repair and modification.
7. Coordinate business transactions with the Administrative Services Office, including the collection of fees, the sale of tickets, or other business transactions.

8. 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.
9. Serve as the Administrator in Charge for Administrative Services when the Vice President of Administrative Services is absent.
10. Provide technical and administrative assistance to the Athletic Director; conduct a variety of organizational studies, investigations, and operational studies; represent and/or act in the capacity of the Athletic Director in his/her absence as assigned.
11. Coordinate the planning and supervision of School-sponsored student activities or other special events. Recommend and coordinate community services programs related to the School.
12. Screen, interview, make employment recommendations, and hire personnel. Schedule work, provide direction, supervise and evaluate the work of classified athletic support staff as assigned; resolve personnel problems.
13. Prepare records and reports.
14. Operate a variety of office machines and equipment, including computer hardware and software.
15. Evaluate conditions of Hourglass Park facilities, equipment, and surrounding areas and make recommendations for improvements, maintenance, and repairs to the Hourglass Joint Use Committee.
16. Perform purchasing, budget, and payroll processes; develop specifications and budget projections; maintain deposit and fee ledgers related to facility use.
17. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable laws, codes, regulations, policies and procedures, SDCCD accords, and contractual agreements.
- Athletic/fitness training, sports, and swimming pool equipment.
- Basic estimating and budgeting principles.
- CPR and First Aid.
- District organization, operations, policies, and objectives.
- Health and Safety/OSHA requirements.
- Methods and procedures for scheduling maintenance projects.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Principles of facilities inspection, repair, and improvement.
- Report/record preparation and record-keeping techniques.
- Safety techniques involving use of hazardous chemicals.

Skills and Abilities:

- Analyze situations accurately and adopt an effective course of action.
- Assess and schedule maintenance project requirements.
- Communicate effectively, both orally and in writing.
- Demonstrate interpersonal skills using tact, diplomacy, and courtesy.
- Establish and maintain cooperative and effective working relationships with others.
- Establish, maintain, and coordinate schedules of facilities use.

- Evaluate outdoor fields, indoor sports, and pool facilities and surrounding areas and make recommendations for improvements, maintenance, and repairs.
- Inspect projects according to specifications.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain records and prepare reports.
- Meet schedules and timelines.
- Negotiate use contracts and accords.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Perform CPR and First Aid as needed.
- Perform periodic chemical testing of pool accurately.
- Plan and organize work.
- Train, supervise, and evaluate the work of assigned staff.
- Work cooperatively with others.
- Work independently; self-motivated.

Training and Experience:

Any combination of training and experience equivalent to: a degree in Business Administration, Human Services Administration, Physical Education, Recreation Management, or related field and two years of full-time work experience as a manager or supervisor of a large athletic facility. Preferred qualifications include experience planning, estimating, and coordination of building and improvement projects.

License:

Valid California driver's license.
Valid CPR and First Aid certification.

WORKING CONDITIONS

Physical Requirements:

Category II

Environment:

Office and field environment, all types of climatic conditions. Subject to driving to a variety of City offices.