



Position Description

Facilities Rental Coordinator

Position Facilities Rental Coordinator
Department/Site Business Services
FLSA Non-Exempt
Evaluated by Director of Business Services
Salary Range 39

Summary

Coordinates, organizes and schedules the use of college facilities and property for rental events and/or college/community events. Determines event needs and arranges staff, assists in recruiting, training, scheduling and coordinating staff assigned to events. Serves as a liaison with other campus departments, ensuring exceptional customer service and clear communication of events, in accordance with college procedures.

Essential Duties and Responsibilities

- Plans, schedules, coordinates, and facilitates a wide variety of rental, community and/or campus events; functions as the point of contact; obtains pertinent information from stakeholders on specific needs related to the event.
- Consults with prospective external parties regarding facility use requests and obtains pertinent information on specific needs related to the rental request; provides tours and facility layouts for selection and setup; assesses and determines appropriate facility, special equipment, staffing and event needs, costs and other contractual obligations, in accordance with the Civic Center Act.
- Maintains college materials and information related to facility rentals and events.
- Assists in implementing and maintaining operational and safety policies, procedures, and emergency plans for events and facility usage, ensuring adherence to established regulations and helping to address health and safety hazards; takes corrective actions and/or reports issues as needed.
- Coordinates and schedules the work and training of event staff and contractors; reviews timekeeping for employees as needed.
- Coordinates rental logistics and event support with staff, departments, and service vendors, as appropriate; arranges planning meetings and communicates changes or additional needs, if necessary.
- Coordinates special equipment needs such as sound and lighting equipment, public address systems, projection equipment, and other associated equipment for events.
- Coordinates maintenance and repair needs of facilities, venues, and equipment with appropriate college staff and departments, including recommendations and orders for equipment replacement and purchase.
- Prepares, verifies, and oversees event contracts/agreements, insurance, permits/licenses, invoices, and related paperwork for facility and property usage, including providing information on availability, costs, terms, rental rates and payments.
- Develops, maintains, and analyzes budgets for events; prepares annual preliminary budgets, monitors expenditures, and prepares cost reconciliations for invoicing.
- Maintains and updates the Campus Events calendar to ensure all applicable activities are noted on the calendar, such as college events, community events, facility rentals, college athletic practices and games, etc. Assigns viewing access to stakeholders, as requested.
- Organizes, files, and maintains event files, records, reports, including room reservation forms and facility use documentation.

- Provides information and guidance to college offices, administrators, faculty, staff, community groups, and the public regarding event activities, proper facility and equipment use, and college policies/procedures.
- Resolves problems or complaints from parties using college facilities and property according to established policies and procedures; exercises independent judgment in operational matters.
- Prepares and delivers oral and written presentations, reports, site maps and board items related to events and facility usage.
- Collaborates with co-workers, contractors, volunteers, meeting planners, and professional associations to provide seamless event services and promote the college as a prime destination for meetings and special events.
- Assists in promoting college facilities for meeting and event rentals.
- Supports and abides by federal, state, local policies, board policies, and administrative procedures; participates in committees, task forces, and special assignments as required.
- Operates a variety of office equipment, including computers and related devices.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- Knowledge and Skills

- Requires an understanding of basic principles and practices to provide technical and functional direction and training related to the position.
- Requires knowledge of applicable safety precautions, work practices and procedures related to campus facilities and property.
- Requires an understanding of risk management principles related to the functions of the assigned area.
- Requires an understanding of event support operations and equipment for indoor and outdoor events, conferences, and performances.
- Requires knowledge of regulations, policies, educational codes, and laws related to public assembly, including security issues, health and fire codes and transportation coordination.
- Requires knowledge of contract administration, budgetary, data collection and report presentation principles and practices.
- Requires a working knowledge of personal computer-based software programs including but not limited to word processing, spreadsheet, presentation graphics, and special applications, as applicable.
- Requires knowledge of and skills in office methods and procedures, proper language usage, grammar, syntax, composition, vocabulary, spelling, and punctuation to communicate effectively.
- Requires sufficient mathematical skills to perform computations.
- Requires sufficient human relations skills to use proper telephone and email etiquette, explain procedures to others, resolve conflicts, portray a positive image of the college, and to effectively interact with others.
- Requires techniques for effectively representing the college in contacting governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

- Abilities

- Requires the ability to perform the functions of the position.
- Requires the ability to organize and prioritize work to meet deadlines and timetables.



Position Description

Facilities Rental Coordinator

- Requires the ability to work varying schedules.
- Requires the ability to work cooperatively with individuals and work teams within and outside the college, including vendors, the public, and dignitaries.
- Requires knowledge of principles and practices of event planning, scheduling, and coordination.
- Requires the ability to visit various college locations and meeting sites.
- Requires knowledge of policies, procedures, rules, regulations, and codes governing college facilities operation, maintenance, and Civic Center usage, including scheduling and fee schedules.
- Requires an understanding of proper and safe set-up, operation, maintenance, and storage of college facilities, event venues, and equipment, including technical set-up for stage productions and stadium operations (e.g., sound systems, field marking).
- Requires the ability to deliver adequate customer service techniques for public contact in person, by phone, and through electronic correspondence.
- Requires knowledge of health and safety procedures and practices pertinent to the operation and maintenance of college facilities and event venues, including cleaning, sterilization, sanitation, and risk management.

Physical Abilities

- Requires the ability to function effectively indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires the ability to visit various college locations and meeting sites.
- Requires the ability to write and read written materials and computer screens.
- Requires sufficient hearing and speech ability for ordinary and telephonic conversations and to hear sound prompts from equipment.
- Requires the ability to communicate in person, before groups, and over the telephone.
- Requires sufficient hand-eye and finger dexterity to write, use a keyboard and pointing device.
- Requires sufficient hand-eye coordination to perform data entry at an advanced rate.
- Requires the ability to access files and move supplies and equipment in and out of storage areas.
- Requires the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

Education and Experience

- An associate's degree, or the completion of at least sixty (60) college-level semester units, and two (2) years of experience in the events/hospitality industry, or in the absence of an associate's degree or the completion of sixty (60) college-level semester units, a minimum of four (4) in the events/hospitality industry.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant status, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.



Position Description

Facilities Rental Coordinator

Working Conditions

- Work is performed in an office environment and outdoors and is exposed to occasional loud noise levels, cold and hot temperatures, inclement weather conditions, chemicals, mechanical and/or electrical hazards, hazardous physical substances, and fumes. Incumbents may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.