



**JULY 2009**  
**FLSA: NON-EXEMPT**

## **EVENT COORDINATOR/SCHEDULER**

### **DEFINITION**

Under general supervision, schedules, documents, coordinates, and facilitates the scheduling and rental of college facilities; facilitates the logistics, set-up, clean-up, and safety of events; provides information to the public regarding rental policies, procedures, and contracts; provides administrative support for the Business Services Division management; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director of Fiscal Services. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This classification coordinates events, rental of college facilities, and works closely with various District staff to ensure that events are successfully executed. Responsibilities include preparing contracts, invoices, and related paperwork, interacting with staff, community groups, and the general public, and coordinating rental logistics with various parties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Administrative Assistant classification in that the latter performs complex administrative and office support duties.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Schedules, documents, coordinates, and facilitates the rental of college facilities; receives and reviews facility use requests; communicates with community groups, District personnel, and others to arrange use of school facilities.
- Determines availability of requested site; computes charge for use of facilities, including labor, supplies, and equipment costs; coordinates with District Police and arranges for security as required to ensure safety of all attendees.
- Prepares contracts, invoices, and related paperwork; arranges for custodial, athletic, and food services personnel as needed; assures proper billing and collection of fees for facility use.
- Plans, organizes, and schedules meetings with various parties affected by and/or participating in events; communicates and coordinates rental logistics with staff as well as changes or additional needs as required.
- Responds to phone requests concerning various District events; provides information related to the use of facilities available.

- Explains policies and procedures and assists clients in completing applications and other required forms correctly.
- Responds to questions and complaints from clients regarding event set-up, policies, and fees.
- Coordinates with maintenance supervisor and other maintenance personnel before, during, and after events to ensure proper set up, clean-up, and safety for staff, students, and the general public.
- Prepares and maintains a variety of files, records, and reports; maintains work order records for set-up requirements with maintenance staff; reviews and signs-off on overtime slips for staff assigned to special events.
- Works closely with the Director to advance fundraising efforts by supporting donor outreach and stewardship efforts and coordinating special projects.
- Maintains organized files, processes purchase orders, check requests, insurance requests, and special event requests.
- Works with the Bursar's Office to deposit revenues from special events, athletic events, and special projects.
- Prepares material for brochures, website, and flyers for civic rental offerings; prepares and updates an events calendar distributed campus-wide.
- Performs basic research with surrounding colleges regarding rental fees and policies.
- Conducts site tours for prospective clients looking to utilize the District's facilities.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Rules, regulations, codes, policies, procedures, and practices as related to the rental of District facilities and event planning and coordination.
- Facility scheduling and fee schedules.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
- Safe work practices, including safe driving rules and practices.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

### **Ability to:**

- Schedule, document, coordinate, and facilitate the rental of college facilities.
- Assess renter needs and interests and obtain and offer relevant solutions.
- Learn, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.

- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by two (2) years of college-level coursework in business or a related field, and two (2) years of coordination and administrative experience.

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard and specialized office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may occasionally work outdoors during special events and be exposed to cold and/or hot temperatures. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of District facilities.