

## Citrus College

## Position Description

Position: Facilities Access Coordinator	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 32

### **SUMMARY**

Under the general direction of the Director of Facilities and Construction, the Facilities Access Coordinator coordinates and controls the access and non-academic use of district facilities by outside users, students and staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Advertises and promotes the college's facilities to prospective renters.
- Conducts tours and shows facilities to interested parties.
- Responds to letters and phone calls regarding the use or rental of district facilities.
- Regularly researches venue rental rates at other colleges and institutions and updates rental rate schedule to reflect fair market rates for district facilities.
- Organizes event coordination meetings, takes notes, prepares and distributes minutes.
- Disseminates facility rental/use information to all affected parties to prevent conflicts in facility use.
- Coordinates event support services (grounds, security, maintenance and custodial) to insure adequate support for users and provide for the safe, secure and efficient operation of district facilities.
- Tracks the hours worked by district staff in support of events and facility rentals.
- Mails facilities use applications; distributes applications for required signatures; and checks applications for completeness.
- Does background checks on renters and verifies renter liability insurance.
- Checks on facility availability, schedules rentals, and prepares and distributes facility use calendars.
- Assists with the preparation of board agenda items for facility rentals.
- Determines total costs for renters and other users, and explains rules, regulations and procedures to renters.
- Prepares invoices; follows up on renter payments; abates moneys into district accounts.
- Issues alarm codes to district employees and maintain the master alarm code user list.
- Programs new alarm codes into the system and deletes obsolete codes and users from the system.
- Acts as primary contact with alarm service provider, reports troubles, requests service and provides updated information on district contacts and procedures.
- Coordinates and processes semester division/department keys lists.
- Issues new keys and maintains key records for all district personnel requiring keys.
- Recodes and replaces worn keys as needed throughout the year; cuts hard keys as required.
- Cancels lost keys as required and issues work orders to reprogram locks affected by lost keys.
- Takes service calls and issues work orders for lock repairs and programming.

- Oversees the operation and organization of the key shop: maintains inventory of key shop supplies, maintains all files and records regarding the issuing of keys, and performs data entry into the card key system.

## **QUALIFICATIONS**

### **▪ Knowledge and Skills**

- The district's facilities and event venues, their locations, sizes, amenities and crowd capacities.
- Principles of organization and information management.
- Public financial practices and procedures as they pertain to facility rental and use agreements.
- Advertising and promotion practices.
- Card key systems, data entry and recordkeeping.
- Intrusion alarm systems.
- Needs associated with various types of event set-ups and support.
- Superior oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- District organization, operations, policies, and objectives.
- Modern office practices, procedures and equipment.

### **▪ Abilities**

- Maintain a customer service approach, handling customer concerns and questions in a tactful, service-oriented manner.
- Work under pressure, handling multiple tasks in an efficient, orderly manner.
- Act as liaison between renters/users and campus support personnel.
- Recognize and protect the interests of the district in the preparation and execution of facilities use agreements.
- Recognize district security needs in the issuance of keys and alarm codes.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Perform other duties as assigned.

### **▪ Physical Abilities**

The incumbent must be able to function indoors engaged in work of primarily a sedentary nature, and to accomplish the following, with or without reasonable accommodation. Requires near visual acuity to write and read printed materials and computer screens. Requires sufficient auditory ability to carry on conversations in person and over the phone, and to hear sound prompts from equipment. Requires the ability to sit, often for long periods of time, to accomplish desk work, turn head and trunk to greet visitors, and to stoop, push, pull and reach to retrieve work materials. Requires the ability to use manual and finger dexterity to type/keyboard and/or operate mouse and/or otherwise operate a microcomputer and other equipment.

### **▪ Education and Experience**

The position requires high school diploma supplemented by college level coursework

and one year general clerical experience. Experience in facilities rentals, property management or closely related field, preferred.

▪ **Licenses and Certificates**

Requires a valid California driver's license.

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist.