



Position Description

Position: Finance and Administrative Services/Facilities Rental Supervisor	Position Number: 485405
Department/Site: Administrative Services	FLSA: Exempt
Evaluated by: Vice President of Administrative Services	Salary Range: 6

Summary

Under the general supervision of the Vice President of Finance and Administrative Services, performs a variety of technical and complex administrative support duties for an administrator. Supervises and performs administrative projects within a division. Coordinates work flow and support activities for the office and often for programs involving multiple organization units. Serves as a confidential assistant to the administrator in regards to labor negotiations, legal issues, workers compensation and other insurance related issues. Supervises and controls the non-academic use of district facilities by outside users, students and staff.

Essential Duties and Responsibilities

- Perform technical and complex administrative support involving the use of independent judgment and an in-depth understanding of the functions and procedures of the division, with a working understanding of functions and procedures of other divisions.
- Respond to inquiries and conveys technical and/or other information about programs and services provided by the organizational unit and college. Interpret and convey policies and procedures, referring extremely difficult or sensitive matters to the appropriate administrator.
- Organize, balance, prioritize, and perform administrative support duties, anticipating business and academic calendars and cycles. Establish and work within timelines for projects, activities, and required submissions.
- Supervise the administrative aspects of projects and events, integrating them with ongoing work routines and making assignments to other staff as necessary.
- Provide administrative support to special processes such as, but not limited to cross-functional committees, advisory boards, and special interest group meetings. Prepare forms, revisions, and final documents to support proceedings.
- Take notes and transcribe proceedings, as required. Type (keyboards) from rough drafts or verbal instructions a variety of materials such as letters, memoranda, reports and statistical data. Independently composes original correspondence and forms on routine department matters.
- Prepare and distribute agendas and minutes for the Citizens' Oversight Committee in accordance with the Brown Act and maintains the required website.
- Prepare Board agenda items, agreements, and contracts for services/facilities used by and/or provided by the division. Process contract documents and sets up internal routines for monitoring performance.
- Receive and screen telephone calls and visitors, handling routine-to-difficult matters independently, providing information as appropriate or routing calls to administrators.
- Schedule appointments and arrange meetings as directed. Prepare schedules and inform participants, confirming dates and times. May make hotel, conference, and travel reservations as directed.
- Prepare agreements and contracts for services used by and/or provided by the division.
- Process contract documents for approval and distribute executed contracts.



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- Perform special projects as assigned. Conduct research of libraries, business transactions, official proceedings, employee and student records, industry statistics, and trends, etc., to compile reports for administration or to regulatory or governing agencies.
- Receive, handle and store confidential information pertaining to the District or assigned division. Maintain confidentiality of private and sensitive information.
- Assist the administrator with development of organizational unit budget proposals, maintaining communications with work sections on status and information needs. Maintain approved budgets, transaction records, and audit trails, including those for capital outlay, special projects, and grant-funded activities.
- Reconcile expenditures and initiate budget allocation changes and reassignments of funds to and from various accounts, coordinating with accounting staff to assure compliance. Prepare requisitions and claims for reimbursement.
- Prepare periodic analytical reports such as researching and estimating revenue and expense projections for current and anticipated administrative commitments. Prepare financial reports for state and local agency requirements.
- Train, assign, prioritize, and review work of other staff, student and temporary help.
- Advertise and promote the District's facilities to prospective renters.
- Conduct tours and show facilities to interested parties.
- Respond to letters and phone calls regarding the use or rental of district facilities.
- Regularly research venue rental rates at other colleges and institutions and updates rental rate schedule to reflect fair market rates for District facilities.
- Organize event coordination meetings, take notes, prepare and distribute minutes.
- Disseminate facility rental/use information to all affected parties to prevent conflicts in facility use.
- Coordinate and supervise 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.
- Track the hours worked by District staff in support of events and facility rentals.
- Distribute applications for required signatures and check applications for completeness.
- Conduct background checks on renters and verifies renter liability insurance.
- Verify facility availability, schedule rentals and internal events and update facility use calendar online.
- Prepare Board agenda items for facility rentals.
- Determine total costs for renters and other users, and explain rules, regulations and procedures to renters.
- Prepare invoices; follow up on renter payments; abate monies into District accounts.
- Back up for Fiscal Services tasks such as encumbrances, warrant processing, daily receipts reconciliation.
- Back up for requisition approvals of budget codes.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge, Skills, and Abilities

- In-depth knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.
- A working knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation



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graphics, special applications used by the organization unit, and data entry onto custom databases.

- Skill at facilitating group problem-solving processes.
- Sufficient math skills to perform financial and statistical record keeping, including double-entry bookkeeping.
- Sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.
- Sufficient human relations skill to work productively and cooperatively with diverse teams, exercise patience when dealing with internal and external customers, and convey technical concepts.
- Knowledge of the district 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 practice.
- Needs associated with various types of event set-up and support.
- Superior oral and written communication skills.
- Work independently with little or no supervision.
- Work weekends and holidays to support rental events.
- The ability to independently perform all of the duties of the position.
- The ability to accurately take and transcribe notes and/or meeting minutes/recollections.
- Must be able to learn, interpret, explain and apply knowledge of College and department organization, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve an administrator or program director of a variety of administrative details.
- The ability to prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases.
- The ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with faculty, students, staff, and the public using patience and courtesy, and in a manner that reflects positively on the organization unit.
- Work under pressure, handling multiple tasks in an efficient, orderly manner.
- Act as a liaison between renters/users and campus support personnel.
- Recognize and protect the interests of the district in the preparation and execution of facility use agreements.

Physical Abilities

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.



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Education and Experience

- Graduation from high school and two years of college level coursework in business or related field and four years of increasingly responsible administrative assistant experience.

Preferred Qualifications

- Experience in facility rentals, property management or closely related field preferred.

Licenses and Certificates

Requires a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.