

Facilities Coordinator
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242673>

Downloaded On: Aug. 10, 2024 1:24pm

Posted Aug. 5, 2024, set to expire Aug. 22, 2024

Job Title Facilities Coordinator
Department Business Operations
Institution Rancho Santiago Community College District
Santa Ana, California

Date Posted Aug. 5, 2024

Application Deadline 08/22/2024

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/5485976>

Apply By Email

Job Description

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Facilities Coordinator

Rancho Santiago Community College District

Salary Range: Grade 12: \$64,514.91 - \$82,422.98

Job Type: Full Time

Job Number: CL24-00994

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Location: Orange, CA

Division: SCC Business Operations

Closing: 8/22/2024 5:00 PM Pacific

Job Description

POSITION OVERVIEW

Under general direction - responsible for scheduling college facilities for use by the college and the community; processes the contracts for such use; event and room reservations, work order coordination, key and vehicle issuance, tracking of PO expenditures, maintaining office records, providing general support services and assumes and performs related duties and responsibilities as required. This position/class reports to the designated administrator or supervisor. May direct part-time clerical or student help.

REPRESENTATIVE DUTIES

1. Schedules and coordinates the use of campus facilities for non-class functions (both Civic-Center Act and campus events) held on campus.
2. Serve as liaison with internal and external users in schedules and pricing for use of college facilities for rental.
3. Coordinate facility usage in collaboration with various departments including custodial, public safety, grounds, maintenance, community services, student services, continuing education, and academic affairs departments.
4. Manage incoming facilities work order, furniture transfer and move requests.
5. Maintains a master calendar for facilities use.
6. Keep detailed records of facility usage and update facilities databases using district software.
7. Train staff as appropriate in the use of facilities-related software.
8. Produce and distribute weekly room usage and monthly space utilization reports for internal distribution.
9. Collect and file indemnification and insurance forms from external facility users.
10. Estimates cost of equipment set-up and custodial overtime, and provides the accounting office with billing charges.
11. Prepare contracts and billing invoices for all users of facilities and insure payment of rental and/or direct service costs.
12. Screens Civic Center applicants to make sure facility use complies with District policy and

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regulations.

13. Orders requested equipment and/or food service.
14. Process key requests and issue keys.
15. Process requests for use of district vehicles and maintain vehicle fleet inventory and ensure regular maintenance is completed.
16. Provide support to external agencies, such as Registrar, Red Cross, contractors and petitioners.
17. Compile statistics and prepare departmental, State and Federal reports.
18. Assume and perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. The 120-150 facilities available for assignment.
2. College and District policies regarding facilities use.
3. Support systems (e.g., food or media service), staffing and fee schedules.
4. Insurance requirements.
5. Various reports and statistics required by the College.

Ability to:

1. Type contracts.
2. Coordinate scheduling of 120-150 facilities, work with various campus department to coordinate services

Job Qualifications

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of training and/or experience equivalent to a two-year college course with emphasis on public relations, office organization and program/event coordination.

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ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

SELECTION CRITERIA

Application Screening

In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability if applicable
- Demonstrated experience in working with diverse socio-economic communities

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- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving Skills

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicants should contact Recruitment in the Human Resources Office for assistance.

Application Procedures

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

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1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

Conditions of Employment

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4600312/facilities-coordinator>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Business Operations
Rancho Santiago Community College District