

FT Facility Scheduling Specialist Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=257171>

Downloaded On: May. 21, 2025 2:12am

Posted May 20, 2025, set to expire Jun. 12, 2025

Job Title FT Facility Scheduling Specialist
Department Facility Scheduling Spec-25
Institution Cerritos College
Norwalk, California

Date Posted May 20, 2025

Application Deadline 06/12/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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FT Facility Scheduling Specialist

Salary: \$67,529.28 - \$81,153.96 Annually

Job Type: Full Time

Job Number: Facility Scheduling Spec-25

Closing: 6/12/2025 11:59 PM Pacific

Location: Norwalk, CA

Department: Facility Scheduling Spec-25

Division: Facilities

Description

Equity and Diversity

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The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on June 12, 2025 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

Department Profile

The Facilities department is dedicated to the maintenance of the campus's physical environment. As the stewards of the buildings and grounds on our campus, Facilities is the single point of contact for all service and maintenance requests. Dedicated to providing superior service to our clients (students, faculty, staff, and the neighboring community), our staff evaluates and prioritizes customer service requests and works to ensure the highest standards of care and concern for the campus.

Summary

Coordinates, schedules, and oversees use of college facilities for non-academic and Civic Center events by the District and the Community. Performs a variety of logistics support duties such as arranging for space, energy and lighting, staffing and security, food services, and clean-up. Prepares specialized records, contracts and reports for facility use.

Distinguishing Career Features

The Facility Scheduling Specialist is a specialized position requiring the ability to provide a variety of logistics, contracting, and support to offering campus facilities for fee-based use.

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Job Duties

Essential Duties and Responsibilities

- Coordinates and updates non-instructional facility use by internal and outside organizations on a daily basis. Processes facility requests and generates calendar of events reports.
- Provides information to staff and outside customers on availability of facilities, fees, insurance and other requirements.
- Receives requests for use of facilities, reviewing applications for accuracy and completeness, obtaining approvals, verifying insurance, determining fees, and communicating decisions and instructions to applicants.
- Ensures that insurance documents are received and verified from outside users of campus facilities.
- Determines the type and availability of space and equipment needed for non-instructional use of the facilities and Civic Center. Estimates costs of equipment, set-up, overtime and/or other costs using approved fee schedules.
- Provides prospective users with facilities layouts and tours to assist in selection, layout and set-up of campus rental facilities and the Civic Center. Schedules use of lighting and HVAC equipment based on facilities usage.
- Enters facility schedule information to a computerized energy management program that optimizes heating, air conditioning and lighting.
- Plans, coordinates, schedules and supports event staff in the preparation, set-up, operation and sequencing of events, including clean-up. Arranges with skilled maintenance staff to optimize facility energy usage.
- Schedules and chairs meetings with administrators, faculty, staff and event representatives to facilitate operations of District and Civic Center events. Notifies appropriate area staff of action to be taken.
- Prepares and distributes weekly schedules showing all campus activities (not including regularly scheduled credit classes) for general information and for Campus Police Services to unlock and lock doors, etc.
- Prepares requisitions, invoices, payroll, and billing records. Maintains Civic Center statistics and records. Prepares departmental reports. Oversees Civic Center budget location and assists in budget preparation.
- Maintains a variety of records that follow alphabetical, index, and cross-reference formats. Updates records and files with documents and other information that may be confidential in nature. Inventories, receives, shelves, and distributes supplies.
- Compiles statistical data, posts routine administrative or financial transactions or other data and

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maintains various department information onto establish data entry formats. Searches out information in departmental records and files.

- Processes invoices for payment after verifying goods and services received, making budget coding, then forwarding to accounts payable.
- Tracks problem areas connected with purchase orders (POs), regularly check budget balances of assigned sections, monitoring expenditures and notifying appropriate staff member(s) of changes requiring their attention.
- Maintains a positive image and promotes public relations efforts between the college and the community. Assures coordination and compliance with City, Police and Fire laws and ordinances.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

Minimum Qualifications

Education and Experience

The position requires a high school diploma or equivalent plus four years of progressively responsible experience in an event or facilities planning environment. Additional post secondary education in business or equivalent may substitute for some experience.

Supplemental Information

Knowledge and Skills

The position requires working knowledge of the logistics, rules, regulations, and policies for using facilities in a public sector/education environment. Requires knowledge of contracting procedures. Requires working knowledge of sequence of activities, decisions, and requirements for use of facilities and customers' event needs. Requires a working knowledge of modern office practices, procedures and equipment. Requires a working knowledge of administrative filing systems and file maintenance. Requires knowledge and understanding of the principles and procedures of record keeping. Requires a working knowledge of office productivity software used in word processing, spreadsheets, and data entry to databases. Requires a basic knowledge of the services used in connection with and support of facility preparation, maintenance, and cleaning, grounds, traffic, hospitality services, and security. Requires sufficient mathematics sufficient to perform columnar calculations, decimals, fractions, etc. Requires sufficient command of English, grammar, spelling and punctuation to prepare correspondence and reports. Requires sufficient human relations skills to work cooperatively with potential facility users, staff, students, contractors, and the public.

Abilities

Must be able to learn, understand and apply district rules, regulations and policies for facilities use.

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Must be able to work under pressure and meet deadlines, timetables, etc., organize workload and prioritize work activities. Must be able to maintain productive working relationships with students, staff, and the general public. Must be able to compile numerical and operations data for reports. Requires the ability to keyboard accurately and operate a computer, peripheral equipment, and use common office productivity software such as word processing, spreadsheets, e-mail, and access of databases. Requires the ability to use a two-way radio. Requires the ability to learn and use specialized software for building climate control and energy conservation. Requires the ability to supervise and train student and/or other temporary help. Requires the ability to exercise sensitivity, and work cooperatively and productively when dealing with others.

Physical Abilities

The incumbent must be able to function indoors engaged in work of primarily a sedentary nature. 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.

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed indoors and outdoors where minimal safety considerations exist.

Salary/Fringe Benefits

Grade 34 on District Classified Salary Schedule (\$5,627.44 - \$6,762.83 /month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security.

Selection Procedure

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up

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regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

Conditions of Employment

This is a full-time, 12-calendar month classified position.

Hours of employment are: Monday thru Friday 8:00 am to 4:30 pm

Initial placement of employees on Classified Salary schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.

Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Candidates must be able to provide proof of California residency prior to employment.

** Please note - the District does not provide for immigration sponsorships such as H1B Visas.

Application Procedures

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

Transcripts and Foreign Degrees

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

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Required Documents

1. Cover Letter
2. Resume/CV
3. Copy of High School Diploma OR Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree)

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4941721/ft-facility-scheduling-specialist>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

Contact Information

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

Contact

Facility Scheduling Spec-25
Cerritos College

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