

Position Description
Technician III, Event Services
Department: Technical Support Services

POSITION PURPOSE

The Technician III, Event Services coordinates the use of equipment, materials and facilities used for campus events.

NATURE AND SCOPE

The Technician III, Event Services supervises the other technicians and the work crews assigned to each event.

The Technician III, Event Services is responsible for scheduling facilities usage by college departments and off-campus organizations, negotiating contracts under guidelines approved by the Board, procuring vendors and labor for each event, approving setups and arrangements to be used at event, and ensuring facilities and equipment are adequately maintained. Other decisions, such as approving purchase and rental orders, approving changes to contract guidelines, and changing department policies and guidelines, are referred to a higher authority.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Meets with appropriate departments, individuals, and off-campus organization to discuss facilities usage; arranges for keys and special equipment prior to usage.
2. Negotiates contracts with outside organizations for use of facilities.
3. Plans and produces events; schedules employees, equipment, and materials for campus events.
4. Discuss planning and policy decisions with Technical Support Services.
5. Manages database entries; maintains inventory of equipment and materials used.
6. Completes necessary paperwork for each event.
7. Maintains and repairs equipment as required.
8. Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

Knowledge of District policies and procedures

Events planning and coordination

Some knowledge of regulations and laws related to Federal, State and local security issues, health codes, fire codes, transportation coordination

Some knowledge of principles and techniques of electronics and electricity

Computer literacy; various software applications e.g., Microsoft Office, WordPerfect

EMPLOYMENT STANDARDS (cont'd.)

Skills and Abilities:

Operate and maintain various tools and electric equipment, e.g., audio-visual equipment, public address systems
Strong analytical skills
Strong problems solving skills
Strong basic mathematical abilities
Excellent written and oral communication
Excellent interpersonal skills
Ability to work independently
Management and organizational skills

Education and Experience:

A.S. degree
3-5 years directly related experience

Valid California Driver's License
Must pass a physical examination

Working Conditions

May involve work outdoors in various weather conditions
Occasional and intermittent exposure to electrical, mechanical and/or physical factors which are generally protected against or predictable
Ability to perform manual labor
Ability to climb ladders, steps