

Job Description

Title:	Coordinator, Event Services
Unit:	CSEA 262
Range:	95 <i>previously 89. Annual difference \$4,755.48</i>
Committee Review:	8/3/2022
Synopsis:	Modification Classification needed to better reflect the work, duties, and expectations from the position.
Rational	Minimum qualification were modified to align with the Events Technician II, standard language was added throughout.
Incumbent	1 incumbent

COORDINATOR, EVENTS

DEFINITION

Under general supervision, performs work in booking, planning, and coordinating events ~~at campus facilities~~; promotes and ~~develops~~ **coordinates** the use of campus facilities; ~~coordinates the use of facilities,~~ equipment, and materials used for ~~campus~~ events; determines needs for and arranges staffing for events; assists in **recruiting, training,** scheduling, coordinating, and ~~supervising technicians~~ **overseeing staff** assigned to ~~campus~~ events; sets priorities and ~~directs~~ **assigns** the work of ~~assigned~~ staff on a project basis; acts as liaison with other campus departments to ensure security and operations are in place for the event.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned managerial personnel. Exercises technical and functional direction ~~over~~ and ~~provide~~ training to assigned staff ~~the assigned managerial personnel~~ **and temporary employees.**

DISTINGUISHING CHARACTERISTICS

This is a coordinator classification ~~that~~ **which** has lead **responsibilities and** program coordination; ~~administrative, and day to day operation responsibilities.~~ Incumbents are responsible for scheduling facilities usage by College departments and external organizations, negotiating contracts within Board approved guidelines, and approving setups and arrangements for the event execution. Incumbents at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. This class is distinguished from the Event Technician II in that it performs work in booking, planning, and coordinating events ~~on campus.~~

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. ~~Oversees~~**Leads,** coordinates, and participates in campus event planning; functions as the point of contact for ~~departments, individuals, and external organizations through initial meetings to event wrap-up~~ **events; obtains pertinent information from stakeholders on specific needs related to the event** ~~assesses and determines appropriate facility, special equipment, staff needed, set-up needs, cost, and other contractual obligations.~~
2. **Provides prospective users with facilities layouts and tours to assist in selection and set-up of rental facilities; present ideas and solutions to their requirements; assesses and determines appropriate facility, special equipment, staffing and event needs, cost, and other contractual obligations.**
3. **Performs administrative duties related to the position; assists with timesheets, budgets, and day-to-day operational responsibilities; estimates costs of equipment, set-up, overtime and/or other costs using approved fee schedules.**
4. **Creates and prepares site maps, detailed outlines, drawings, and instructions for event.**
5. Leads, coordinates, and schedules event support in other departments such as public safety, security, custodial, and grounds crews; arranges for specialized **needs event support**; distributes specific details and schedules to the event support groups.
6. ~~Responds to requests, complaints, and inquiries from event planners, students, faculty, staff, service agencies, and others involved in execution of the event; communicates effectively with clients to understand their needs and present ideas and solutions to their requirements.~~
7. ~~Obtains pertinent information from vendors, rental companies, volunteer organizations on specific needs related to the event.~~

8. ~~Directs~~ **Assigns** and coordinates the work of event personnel and contractors, ~~including involvement in selection and training, monitoring, and determining workloads and schedules; reviews and approve time charged to the event; reviews and approves labor logged to events for accuracy.~~
9. ~~Creates and prepares site maps, detailed outlines, drawings, and instructions for events.~~
10. Ensures the safety of the public and staff at all times by monitoring and instructing on the safe use of program facilities, equipment, **related** and supplies.
11. **Maintains, tests, troubleshoots and repairs equipment; performs routine preventative maintenance and minor mechanical repairs to equipment and supplies; inventories, determines need, and requests purchases for supplies and equipment; refers issues and arranges for equipment repairs with service technicians and/or vendors.**
12. Performs a walk-through of facilities after the event and communicates with ~~users about~~ **stakeholders regarding** any issues such as damage, safety, and/or security.
13. Summarizes information relative to the event; reconciles estimated to actual cost and submits for invoicing; monitors and evaluates the effectiveness of events operations, activities, and processes and recommends improvements or modifications.
14. ~~Maintains, tests, troubleshoots and repairs equipment; performs routine preventative maintenance and minor mechanical repairs to equipment and supplies; inventories, determines need, and requests purchases for supplies and equipment; refers issues and arranges for equipment repairs with service technicians and/or vendors.~~
15. ~~Prepares and maintains records, logs, and files related to assigned activities.~~
16. Participates on committees, task forces, and special assignments, including, but not limited to screening and selection committees and related trainings.
17. Prepares and delivers presentations related to assigned areas if needed.
18. Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and College policies. Attends College mandated DHR training and participates in DHR investigations as directed. Assists in providing information and resources to individuals who bring forward DHR complaints and reporting possible DHR complaints to Human Resources and other appropriate authority as necessary.
19. Performs other related or ~~lower~~ **preceding** classification duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, and anti-racist academic and work environment.
2. ~~Basic p~~**Principles** and practices of providing technical and functional direction and training to assigned staff.
3. Applicable safety precautions, work practices and procedures related to the assigned facilities.
4. ~~General p~~**Principles** of risk management related to the functions of the assigned area.
5. **Event support operations and equipment for indoor and outdoor events, conferences and performances.**
6. Laws and regulations related to public assembly, including security issues, health, and fire codes, and transportation coordination.
7. Principles and practices of data collection and report preparation.
8. ~~Basic e~~**Contract** administration principles and practices.
9. Business arithmetic and statistical techniques.
10. ~~Basic b~~**Budgetary** and program evaluation practices.
11. Modern office practices, methods, and computer equipment and applications, ~~including word processing and spreadsheet applications~~ **related to the work.**
12. Principles, practices, and techniques of effectively ~~dealing~~ **interacting** with the public and ~~basic public relations.~~

13. **Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.**

Skills & Abilities to:

1. **Participate in addressing gaps in diversity, equity, inclusion and anti-racism in recruitment and retention of staff.**
2. **Communicate the College's vision and commitment to creating equity, diversity, inclusion, and anti-racism academic and work environment.**
3. **Participate in providing resources and programming towards the goal of being diverse, equitable, inclusive, and anti-racist academic and work environment.**
4. Understand the organization and operation of the College and of outside agencies as necessary to assume assigned responsibilities.
5. Interpret and apply administrative and departmental policies and procedures such as those related to facility use and security.
6. Plan, schedule, assign, and oversee activities of staff; inspect the work of others and maintain established quality control standards.
7. **Effectively interpret client requests in order to provide assistance and recommendations as well as communicate the requests to necessary personnel.**
8. **Prepare and present complex oral and written directions.**
9. Train others in work procedures.
10. ~~Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.~~
11. Establish and maintain a variety of filing, record-keeping, and tracking systems.
12. ~~Organize own work, set priorities, and meet critical time deadlines.~~
13. ~~Operate modern office equipment including computer equipment and specialized software applications programs.~~
14. ~~Use English effectively to e~~**Communicate in person, over the telephone, and in writing effectively through various modalities.**
15. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
16. Review situations ~~accurately~~ and determine appropriate course of action using judgment according to established policies and procedures; **understands scope of authority in making independent decisions.**
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to an Associate's degree from a regionally accredited college and three (3) full-time equivalent years related experience in the events ~~management~~ industry.

Additional full-time equivalent years of experience can be substituted for the required education on a year for year basis up to two (2) years.

Preferred Qualifications:

1. **Experience working with policies and procedures relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution;**
OR

2. Experience with participation in programs relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution.

Licenses and Certifications:

The incumbent may periodically be required to travel to a variety of locations. ~~If operating a vehicle,~~ employees must have the ability to secure and maintain a valid California driver's license **Possession of, or ability to obtain, a valid California Driver's License by time of appointment.**

PHYSICAL DEMANDS

~~Must possess mobility to work in an office setting, as well as, outdoors and use standard office equipment, including a computer; to operate a motor vehicle to visit various College sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Standing in and walking between work areas is frequently required. Positions in this classification frequently bend, stoop, kneel, climb, reach, push, and pull carts to haul equipment. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 150 pounds with the use of proper equipment~~ **Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.**

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment and in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes. Incumbents may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

Amended: 3/2020