

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Coordinator, Events ~~Event Coordinator~~Department: Technical ServicesTime (FTE): 100 Term (months/year): 12Work Schedule (Days, Hours): M - F, 9:30 AM - 6:00 PMSalary Schedule (Range): A95Background and Rationale (use back of form if additional space is needed): Newly funded position needed for new facilities (Student Center, Stadium).

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). _____

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**Account Number(s): 11000-670000-211000-683000-2100 100 % Amount \$ \$116,491Account Number(s): _____ % Amount \$ ~~113,930~~Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: Funding approved in NRA Phase 14. President's Cabinet approved on 8/18/22**Signatures:**

1. Requesting Manager Signature

10-3-22

Date

4. Human Resources Signature

Date

2. Division Vice President Signature

10.04.2022

Date

5. Vice President, Human Resources

Date

3. Chief Compliance/Budget Officer Signature

10/16/22

Date

☒ Funding available ☐ Funding not availablePosition Number: CA9213 Contract Number: 213128

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:☐ Approved to fill immediately☐ Denied☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO

Date

2022-23 NEW RESOURCE ALLOCATION REQUESTS - PRIORITIZED SUMMARY

(For requests that have been approved for funding, please provide documentation to support amount requested, such as price quotes from vendor, copy of catalog, etc.)

TEAM: Administrative Services

Priority Number	Division	Department-Org/Department's	Description	Justification of Need	To Be Completed By Departments			
					One-time	Ongoing	Total Requested	Strategic Goals
	Police & Campus Safety	Mike Williams	Campus Parking Management System-LPR Based	The campus parking system (turbo-DataSystems) does not provide an integrated parking management system that supports automated parking pass issuance or LPR citation issuance. Our previous vendor (Credentia) stopped providing parking system services to the college effective Fall 2021. Therefore, the college began an RFP process to identify a vendor, that can provide a fully integrated and technologically advanced parking management system capable of supporting the parking pass and citation needs of the campus. The college entered into a cooperative agreement-RFP process via Sourcewell. At the conclusion of the RFP, T2 was selected as the most qualified vendor. The new technology will make it easier for students to obtain parking passes (online) and provide for the enforcement of campus parking regulations via LPR. Ultimately, the new system will better serve the needs of our student and staff communities and reduce the revenues that are expended for related administrative and parking enforcement staff. The requested funding includes training cost associated with the new system. Funding Summary: \$454,000-Equipment/Training (One-time); \$200,000-System Infrastructure (One-time); and \$15,000 (Maintenance/fees Ongoing Cost). This request aligns with Cabinet Budget Priority # 2-Reduce Future Operating Expenses with Integrated Sustainable and Technology Based Solutions	654,000	15,000	669,000	5,6
	Purchasing/Fiscal Resources/IT	Angelic Davis	Professional Services for Inventory of Campus Assets and New Asset Software	Completing physical inventory every 2-years is a requirement of the College's to comply with best practices of Accounting and to maintain fiscal independence. Due to the pandemic, the physical inventory was not conducted as scheduled. Upon returning to campus, it was found that there is not a clearly established process that exists for managing inventory, surplus, and disposal of assets. It is recommended that a professional consulting firm is utilized to complete a physical inventory due to the large size of our campus, and to ensure accuracy in conducting the inventory, and assist us in recommending an asset management software, or advise how to best utilize exiting software to maintain an accurate tracking of assets, to include surplus and disposals processes. Lead: Angelic Davis; Marisa Ziegenhohn, Anthony Moore Aligns with Cabinet Priority #2 Reduce Future Operating Expenses with Integrated Sustainable and Technology Based Solutions	300,000		300,000	4,6
	IT - Security & Infrastructure	Chris Schroeder	classified management range 17 **Approved for Technology Categorical Funds**	Cybersecurity attacks are on the rise in higher education. According to a recent Forbes article, cyber-attacks cost higher education institutions an average of \$112,000 in ransom payments while the total cost of resolving the attack is much higher! Year-to-date California schools and colleges have experienced the largest number of attacks (22 attacks affecting 303 schools) with the total cost of downtime being \$1,640,859,984. Mt. SAC IT Department systems have caught thousands of attempted attacks in just the last three months. While strategically placed systems and new cyber security training are helping protect our network, the Assistant Director will provide critical skills and resources that we currently lack in our efforts to provide a robust information security infrastructure. The Assistant Director will lead the implementation of an information security team to measure, report, and effectively remediate discovered information security vulnerabilities; publish standard operating procedures, policies, and workflows for handling information security incidents; provide monthly reports showing trends of its operations and efficacy. Aligns with Cabinet Priority #1 Stabilize General Fund with both Revenue and Expense Solutions, and Cabinet Priority #5 Restructure to Meet Program Staffing Needs.		221,457	221,457	1, 2, 4, 5, 6
	FM&O	Central Plant/Bohan	CHW Loop On-Line Disinfectant Feed System	The 2M gallon Thermal Storage Tank has an open vent to aid in expansion and contraction of the chilled water loop system. This open vent is located above the tank in parking lot H. Unfortunately this allows debris and airborne contaminants to enter the chilled water storage tank and system. It is highly recommended we install an automated biocide chemical feed system into the chilled water tank and/or loop at the Central Plant. Nalco has provided a preliminary quote and future analysis of their proposed solution is necessary. Scheduled Maintenance funds will be required for the initial equipment and any fencing. Cabinet Priority #2		15,000	15,000	4
	FM&O	Custodial/McAlpin	Custodial I -Student Center (1) FTEs, Range 39, PH1	Additional staff required per APPA analysis to maintain adequate APPA level 3 cleaning standard in new Student Center. Additional SF of 112,343 to maintain with added building features. This Phase 1 for the Student Center consists of 2 custodians. Cabinet Priorities # 1, 5		85,263	85,263	2, 4
	FM&O	Custodial/McAlpin	Custodial II -Student Center (1) FTEs, Range 44, PH1	Additional staff required per APPA analysis to maintain adequate APPA level 3 cleaning standard in new facilities. Additional SF of 112,343 to maintain with added building features. This Phase 1 for the Student Center consists of 2 custodians. Cabinet Priorities # 1, 5		88,577	88,577	2, 4
	Technical Services - Event Services	Kevin Owen Brandin Bowman	Provide funding for in-progress classification updates to Event Technician 1 (Currently A68) and Event Coordinator (Currently A89) job descriptions process**	The job descriptions for the Event Tech 1 and Event Coordinator are being updated to include relevant scope and duties, especially to support operations in the Student Center. The salaries for the job descriptions are being evaluated against comparison schools for parity and are on track to be updated. This request provides funding for the upcoming changes. This aligns with Cabinet Priority #5 - Restructuring to Meet Program Staffing Needs. **One-time funds covers changes to the 22-23 Fiscal Year. Ongoing funding to begin in the 23-24 year going forward. Budget projection by Fiscal Services in July 2022 (Tentative changes A68-A75 and A88-A95).	20,449	21,392	41,841	G2, G4
	Technical Services	Kevin Owen	to the Manager, Technical Services Engineering job description (Currently M14). Updates include additional job scope and to provide parity with other Title will be changed to Manager, Audio Visual Services process**	There has been a significant increase in job scope since the creation of this position in 2015 and this position impacts nearly every department and area on campus. When this position was created, there were approximately 250 classroom AV systems on campus, 4 digital signage systems, no integrated audio/paging, no Alertus installations and network cameras were not under this position. There are now over 525 AV systems, 40 digital signage systems, Alertus in 10 buildings and in all new construction projects, integrated audio distribution and paging across campus, and a central camera system, with over 250 cameras. This position oversees AV system design in all new construction projects and numerous upgrades and new installations across campus, along with technical support for the 525+ AV systems on campus. The number of direct reports this position oversees has grown and now includes a Special Project Manager. Additionally, this position needs to be elevated to be equitably aligned with the Manager, Technical Support Position. This aligns with Cabinet Priority #5 - Restructuring to Meet Program Staffing Needs. Budget projection by Fiscal Services in June 2022, M14-M16.		12,415	12,415	G2, G4

	Fiscal Services	Morris Rodrigue	Fiscal Services Analyst 1 FTE, Range 120, 12 months	This continues to be a need for the Fiscal Services department, especially due to the recovery from the pandemic as the department continues to advise, monitor, and report on a large number of restricted funding, budget, and personnel projections. The personnel transactions requests have increased by 91 percent from 2017-18 to 2021-22 (from 720 transactions to 1,374). The grants and categorical programs have increased from 121 in 2018-19 to 160 in 2021-22. The current Fiscal Analyst is devoted to maintain the budget Questica software and requests from departments, leaving minimal time to accomplish other tasks. The current Fiscal Analyst worked 346.25 hours of overtime, which is equivalent to 8.7 weeks of work. There are a myriad of compliance reports, audit/fiscal independence reports, internal control reviews, financial software applications, collective bargaining analysis requests, complex personnel conversions and projections, apportionment/enrollment reports, specials account analysis, development of business processes, and accreditation reports that require a higher level of expertise to ensure audit compliance, accurate reporting, and ability to analyze and troubleshoot financial transactions. Due to the high turnover in the department, there is a need to develop procedures, train staff, re-train and create training material. There are no staff that can help with staff training. A higher level of knowledge and complexity is required to accomplish these tasks. Having accurate and reliable financial information in a timely manner directly supports the ability for the College to obtain and maintain funding for the Unrestricted and Restricted Funds and is aligned to Presidents Cabinet priorities: 1. Stabilize General fund with both Revenue and Expenditure Solutions 2. Reduce future operating expenses with integrated sustainable and technology based solutions 3. Invest in diversified enrollment growth and retention strategies 4. Emphasize Equity and Basic Needs Integration and Academic Support 5. Restructure to meet program staffing needs		140,957	140,957	1, 2, 5
	FM&O	FM&O -Bohan	Custodial/Maint/Gnds - Supplies for Student Center- PH1	Cabinet Priority #5 Annual and Periodic Fire Protection Systems including Fire Sprinklers, Fire Alarms, Fire Alarm Monitoring, Fire Extinguishers, Fire Suppression, Fire Curtains are all Building Code and LA County Fire Department Requirements. Elevators/Escalators are CA State Code Required to have a licensed 3rd party Elevator company perform the monthly elevator inspection, annual inspections, and 5 yr. inspections. Backflow Preventers are required to be annually inspected within LA County. Kitchens have walk-in refrigerated storage as well as freezer storage. Both require refrigeration system expert for maintaining proper health code required temperatures. The temperatures also need to be monitored either manually on chart sheets or with electronic data loggers and alarm alerts. The kitchens also have specific sanitary sewer drain lines that need to be jetted periodically which requires the 3rd plumber for work-load demands. The sanitary sewer lines run to a grease interceptor tank which needs to be pumped out on a periodic basis based on kitchen usage with the minimum of twice per year. The water softener is required to protect the useful life of the boilers and requires periodic testing of the resin performance for hardness removal and the additional cost of salt pellets	43,355		43,355	2, 4
	FM&O	Custodial/McAlpin (broken out)	Custodial/Maint/Gnds - Supplies for Student Center- PH1	Cabinet Priority #5 The new Student Center will have 6 large Men's & Women's Bathroom with a set on each floor. There will also be nine Gender Neutral restrooms within the building. Restrooms will need to be cleaned and sanitized on a periodic basis with normally two time/day minimum. Restrooms will be stocked with sanitary dispenser and supplies. Restrooms, Conference Rooms, Hallways, Meeting Rooms, and Escalator areas will be cleaned. Supplies are needed for proper cleaning and sanitizing of the Student Center Building Spaces.	17,141		17,141	
	IT - Security & Infrastructure	Chris Schroeder	Hardware refresh for existing A10 Load Balancers.	The College currently powers Banner and Luminis Portal with two hardware load balancers. This hardware provides high availability and scalability of the systems by balancing user requests across multiple servers that act as one website or service. A five-year replacement cycle on this equipment would follow best practices and a seven-year replacement cycle is reasonable. The existing A10 1030 Load Balancers are entering their 10th year of service, which is outside reasonable limits for a replacement. At 10 years, if equipment is still eligible for support, the maintenance costs have increased and the equipment is not able to support the latest technology enhancements.	40,000	6,000	46,000	2, 4
	Broadcast Services	Kevin Owen Mike Nichols	the RTV Program	Aligns with Cabinet Priority #2 Reduce Operating Expenses with Integrated Sustainable and Technology Based Solutions The RTV program has grown and is now doing approximately 40% more remote production shoots than were done in previous years. These shoots occur outside regular work hours and on weekends. Current shoots include Football, Basketball, Baseball and a number of performances in the Performing Arts Center. Previously, one classified employee supported these shoots in the video truck. Shoots now require a second classified employee to assist with the shoots. This request provides funding for the added shoots that require support, plus adding a second staff member at all shoots. This funding is required to sustain instructional programs and avoid reducing staffing levels and instructional support. This request aligns with Cabinet Priority #3 to Retain Enrollment. Classes supported: RTV 100 (11 students), RTV-41 (8 students), RTV-21 (18 students).		19,000	19,000	G3, G4
	Audio Visual Services	Kevin Owen Chris Rodriguez	Fund an AV operational budget to support supplies, maintenance, replacement & labor in supporting classroom AV systems. There is currently NO BUDGET to support the growing 525 instruction critical classroom systems. This is a critical need, as our current path is not sustainable.	AV is currently working without an operating budget to support normal operations. Each year funding is requested to sustain regular operations and includes allocations for supplies, equipment, repairs, services, software and labor expenses. It has been determined that this support cannot come out of Bond funding. This has been awarded numerous times out of one-time funds. Remaining unused funds are not sufficient to support the 22-23 year. Breakdown: Repairs, \$24,000, Supplies, \$43,500, Equipment, \$27,000, Contracted Services \$10,000, Labor: \$6000 This request aligns with Cabinet Priority #1 - Stabilizing General Fund Expenses.	110,500		110,500	G4, G6
	FM&O	Custodial/McAlpin	Custodial I -Stadium/Aquatic Ctr/Gym/Heritage Hall (1) FTEs, Range 39	Additional staff required per APPA analysis to maintain adequate APPA level 3 cleaning standard in new facilities. Additional SF of 148,975 to maintain with added building features. Continued extra cleaning/sanitation for COVID protection. See Total Cost of Ownership analysis. Cabinet Priorities # 1, 5		85,248	85,248	2, 4
	FM&O	Custodial/McAlpin	Custodial II-Stadium/Aquatic Ctr/Gym/Heritage Hall (1) FTEs, Range 44	Additional staff required per APPA analysis to maintain adequate APPA level 3 cleaning standard in new facilities. Additional SF of 148,975 to maintain with added building features. Continued extra cleaning/sanitation for COVID protection. See Total Cost of Ownership analysis. Cabinet Priorities # 1, 5		88,577	88,577	2, 4
	FM&O	Custodial/McAlpin	Custodial Lead -Stadium/Aquatic Ctr/Gym/Heritage Hall (1) FTEs, Range 52	Additional staff required per APPA analysis to maintain adequate APPA level 3 cleaning standard in new facilities. Additional SF of 148,975 to maintain with added building features. Continued extra cleaning/sanitation for COVID protection. See Total Cost of Ownership analysis. Cabinet Priorities #1, 5		94,298	94,298	2, 4

	Technical Services - Event Services	Kevin Owen Brandin Bowman	Provide funding for recent increased event costs and overages	<p>A) The rebuilt stadium requires additional staffing at District events to support sound, AV, Custodial and Grounds services. These increases in staffing levels are due to the significantly more complex and comprehensive technical systems in the facility vs. the previous facility, plus the additional square footage that requires prep prior to events and cleaning during and after events. In the 21-22 year, the overtime budget for District events was overspent by more than \$22,000.</p> <p>B) Additional contracted service staff (security) is needed for football games due to the additional access and circulation points in the new stadium. Additionally, contracted security rates have increased over the last five years.</p> <p>C) The amount of event equipment campus wide has increased in the last five years, and the opening of the stadium has created a need for an entirely different level of event support (power, fiber, barricades, lighting, portable sound, etc). With increased use comes the need for more frequent maintenance and replacement of equipment. The Event Services operating budget has not received an increase in over 15 years, and it is no longer able to sustain operations with added needs and increased expenses.</p> <p>Breakdown: Overtime - \$22,000, Supplies/Equipment/Repairs etc - \$18,000, Contracted Services - \$5500</p> <p>This aligns with Cabinet Priority #1 - Stabilize General Fund Expenses</p>	47,500	47,500	G2, G4, G6
	Technical Services - Event Services	Kevin Owen Brandin Bowman	critical to existing operations. This is currently a single person classification. (Student Center Opening Phase 2+)	<p>Proper execution of events requires detailed coordination. Currently, all event coordination falls to a single classified employee. With multiple complex events happening concurrently, this is unmanageable for a single person and some events and customers (internal and external) do not receive the necessary support. Additional staff is critically needed to support existing operations. Adding the Student Center in a few months will further compound this issue. The Student Center adds 16,000 sqft of configurable & divisible event space on the third floor. An additional position will be requested to address the impact of added events as a result of the Student Center. Expense projected with 22-23 Fiscal Calculator at A95. This aligns with Cabinet Priority #1 - Stabilize General Fund Expenses and Cabinet Priority #5 - Restructure to Meet Program Staffing Needs.</p>	113,930	113,930	G2, G4, G6
	Technical Services - Event Services	Kevin Owen Brandin Bowman	Add Event Technician II to support increased events and provide higher level support than current staff. (No other Event Tech II positions exist on campus. New Job Description is Complete) (Student Center Opening Phase 2+)	<p>The addition of the Stadium, Heritage Hall, and Student Center have increased complexity due to the advanced technical systems. A new position is needed to provide mid-level support to these facilities, and to increase the available pool of technicians on campus to provide event support. There are currently only Event Technician I positions to provide support to ALL events on campus. This position would create the 2nd level in a job family of Event Technicians. This position is critical to existing operations, especially at the stadium. This position could reduce existing overtime costs experienced for current events. The Student Center adds 16,000 sqft of configurable & divisible event space on the third floor. An additional position will be requested to address the impact of added events as a result of the Student Center. Expense projected with 22-23 Fiscal Calculator at A95. This aligns with Cabinet Priority #1 - Stabilize General Fund Expenses and Cabinet Priority #5 - Restructure to Meet Program Staffing Needs.</p>	113,930	113,930	G2, G4, G6
	Printing Services Equipment Replacement	Angelica Davis	Printing Services Equipment Replacement/Upgrade	<p>The lease for the print shop production machines will end in 11/2022. It is anticipated to replace the equipment with equipment that meet or exceeds our current equipment standards there will be an increase in cost. It is requested to replace the color copier machine, as the current machine is now 5 years old and the parts and supplies are no longer being supported. A new machine will provide additional capabilities and produce higher quality output for the campus.</p> <p>Aligns with Cabinet Priority #2 Reduce Future Operating Expenses with Integrated Sustainable and Technology Based Solutions</p>	15,000	18,000	33,000 4,5
	FM&O	Custodial/McAlpin	Workers Increase	<p>Additional overtime funding is needed to support essential worker cleaning and sanitizing duties on a daily basis due to poor attendance levels within the custodial department. \$31,650 was spent on Custodial overtime in 21-22. Base budget is only \$3,200 for overtime. There was a shortfall of \$28450. Additional funding of \$30,00 is requested for Overtime and \$30,000 for Temporary Staff Workers. AN increase in funding is needed for temporary worker support for custodial operations. Availability of temporary workers is vital to the continuity of work when permanent workers are unavailable due to various reasons in the pandemic. Sanitizing bathrooms must happen on a daily basis and is essential for a healthy campus</p> <p>Cabinet Priorities # 1, 5</p>	60,000	60,000	2, 4
	IT - Enterprise Application Systems	Antonio Bangloy	Intelligent Learning Platform (ILP)	<p>Elucian's Intelligent Learning Platform is an enterprise-level solution that provides two-way integration between Banner and Canvas, allowing courses, enrollments, and user data to flow seamlessly and automatically between Banner and Canvas. Mt. SAC currently has a home-grown adapter, created by a single programmer, that handles these tasks. While this workaround solution is currently working, it is risky to rely on it, especially with a significant percentage of all classes are being taught online. If something goes wrong with the adapter and/or if changes are needed, Mt. SAC's ability to offer classes online could be in jeopardy. In other words, this approach is not sustainable and should not be relied upon long-term.</p> <p>A side benefit is the synchronization of the grade book in Canvas with the grade book in Banner. This capability of ILP allows instructors to post grades</p>	35,000	25,000	60,000 3, 4, 6
	FM&O	Custodial/McAlpin	Custodial -Software for Supplies Inventory Management	<p>track distribution and consumption of supplies for the custodial departments 87 supply closets, warehouse, and satellite storage areas across campus. Inventory control is essential in maintaining proper supply levels with different buildings having different bathrooms paper towel dispensers and toilet paper holders. A wide variety of paper sizes is necessary for all the campus buildings. Brightly -School Dude Inventory Module Quote: \$11,334 on-going, \$2,500 on-time setup costs = \$13,834. Fresh med \$700/license x 12 = \$8400 + startup costs Cabinet Priority #2</p> <p>Implementation and Training Plan</p> <p>We have recently completed an inventory list of all the major custodial supplies being ordered and delivered to the B48 Warehouse. We have the Item Name, Description Number, Current Inventory of the last inspection, and minimum levels. In addition we have 86 custodial storage closets in the campus buildings as well as a golden sample storage room for training in B48 next to the Custodial breakroom.</p> <p>Ken McAlpin will be working with Lianne Greenlee to lead the Custodial Leadership team meeting comprised of the Custodial Leads and Supervisors soliciting their input for the Materials Supply Inventory Plan Process.</p> <p>Lianne did an excellent job working with the Facilities Group on a team meeting for accreditation documentation. A similar approach will work well since several Custodial personnel were involved with the accreditation meeting.</p> <p>This meeting has been delayed due to personnel being out of the office. Expectation is these input meetings should occur in the next month. A process will be created for the staff to perform periodic material supply inspections starting with a manual system then progressing to the IPADs for accuracy and timing improvements.</p> <p>Two of the Supervisors are well versed in Excel and can train the team on how to implement the plan after decisions are made on product minimum levels, how often the material inventory inspections occur, and the communication path for the manual documentation of the material to flow. Lorenzo Meza is currently our OS1 Trainer who recently received Manage Men's (OS1 main company) training expert at the last training seminar at Michigan State.</p> <p>Our challenge occurs due to the distance between the warehouse and the main campus, the lack of attendance of the custodial staff affects the continuity of current material volume levels. Communication has been lacking between building zone custodians, Leads, and the Shift Supervisors.</p> <p>The importance of working together will be stressed so material will be on hand, able to be readily located, and usable to improve the cleanliness and sanitation that is so critical in this COVID period.</p> <p>The manual plan will be documented and communicated thru various shift meeting and Lead Zone meetings of the expectations of all the team members.</p> <p>The manual plan will be documented and then communicated with IT and Fresh Service for the development of the database for the Custodial Material Inventory Module. We have had two meetings with IT and Fresh Service on the last call stating this database will need to be programmed for our purpose. Cost is approximately \$700/person with 12 people needing access to the database. These include the Custodial Leads, Shift Supervisors, Ken McAlpin, Ken Bohan, and the Warehouse.</p> <p>We also need to celebrate when the golden sample storage closet is setup and agreed upon as well as milestones within the implementation of the new process.</p>	5,000	8,500	13,500 2, 4
	FM&O	Maintenance/Asher	Copier/Printer/Scanner/Fax for B47 - Facilities (1) & B48 -Warehouse	<p>Department copier needs to be replaced. It is constantly being serviced and is down often. The existing copier was purchased on January 2014. The original purchase price was \$15,957.79. The current list price is \$26,999 plus tax = \$29565. Purchasing will be quoting the lease and service costs for a new system.</p> <p>**Capital Outlay**</p>	15,000	15,000	4

COORDINATOR, EVENTS

DEFINITION

Under general supervision, performs work in booking, planning, and coordinating events at campus facilities; promotes and develops 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 scheduling, coordinating, and supervising technicians assigned to campus events; sets priorities and directs 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.

DISTINGUISHING CHARACTERISTICS

This is a coordinator classification that has lead, 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 in that it performs work in booking, planning, and coordinating events on campus.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Oversees, 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; assesses and determines appropriate facility, special equipment, staff needed, set-up needs, cost, and other contractual obligations.
2. Leads, coordinates, and schedules event support in other departments such as public safety, security, custodial, and grounds crews; arranges for special needs; distributes specific details and schedules to the event support groups.
3. 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.
4. Obtains pertinent information from vendors, rental companies, volunteer organizations on specific needs related to the event.
5. Directs 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.
6. Creates and prepares site maps, detailed outlines, drawings, and instructions for events.
7. Ensures the safety of the public and staff at all times by monitoring and instructing on the safe use of program facilities, equipment, and supplies.
8. Performs a walk-through of facilities after the event and communicates with users about any issues such as damage, safety, and/or security.
9. 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.

10. 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.
11. Prepares and maintains records, logs, and files related to assigned activities.
12. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
13. Performs other related or lower classification duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Basic principles and practices of providing technical and functional direction and training to assigned staff.
2. Applicable safety precautions, work practices and procedures related to the assigned facilities.
3. General principles of risk management related to the functions of the assigned area.
4. Laws and regulations related to public assembly, including security issues, health, and fire codes, and transportation coordination.
5. Principles and practices of data collection and report preparation.
6. Basic contract administration principles and practices.
7. Business arithmetic and statistical techniques.
8. Basic budgetary and program evaluation practices.
9. Modern office practices, methods, and computer equipment and applications, including word processing and spreadsheet applications.
10. Principles, practices, and techniques of effectively dealing with the public and basic public relations.

Skills & Abilities to:

1. Understand the organization and operation of the College and of outside agencies as necessary to assume assigned responsibilities.
2. Interpret and apply administrative and departmental policies and procedures such as those related to facility use and security.
3. Plan, schedule, assign, and oversee activities of staff; inspect the work of others and maintain established quality control standards.
4. Train others in work procedures.
5. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
6. Establish and maintain a variety of filing, record-keeping, and tracking systems.
7. Organize own work, set priorities, and meet critical time deadlines.
8. Operate modern office equipment including computer equipment and specialized software applications programs.
9. Use English effectively to communicate in person, over the telephone, and in writing.
10. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
11. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
12. 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 progressively responsible 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.

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.

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.

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