

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE: SPECIAL EVENT COORDINATOR

SALARY TABLE: 29

SALARY RANGE: 34

BASIC FUNCTIONS:

Under the direction of an assigned supervisor, plan, organize and direct a variety of activities in coordinating the rental and use of District facilities by college and community groups; perform clerical work requiring interpretation of various data including financial documents; oversee hourly staff assigned to assist at special events; ensure facility usage and related activities comply with District policies and procedures.

REPRESENTATIVE DUTIES:

Plan and organize a variety of activities to ensure efficient operations, proper and timely completion of projects or activities related to the coordination of the rental of campus facilities including rooms and athletic facilities.

Receive and process facility use requests for special events; maintain and update facilities use software, specifically recording the day and time of events in an electronic calendaring system.

Create, review, and finalize special event contracts and documents for accuracy, completeness, and conformance to established procedures.

Assist in hiring a sufficient number of special event monitors for upcoming events, tracking hours worked, and approving timesheets.

Work with Business Services, Auxiliary Services, Facilities and Operations, Information Technology, Scheduling, and Academic programs in scheduling and planning special events.

Maintain fee schedules and policies for facility rentals for internal and external users such as internal, private, non-profit and commercial use.

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, reports, forms, letters, surveys, announcements, agenda items, lists, manuals, procedures, programs, certificates, schedules, brochures, labels, fliers, notices, newsletters and other materials.

Produce weekly report of special events and disseminate to related departments and staff.

Perform a variety of clerical accounting duties in support of assigned activities as required; monitor funds for income and expenditures; assist in assuring expenditures do not exceed established budget limitations as assigned; calculate, prepare and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets as required; initiate transfer as directed.

Process billing and invoicing for special events, in conjunction with Accounting Department to ensure invoices are paid within due dates.

Obtain information and records vital to each request, including but not limited to proof of non-profit statements, insurance requirements, setup diagrams, coordinating necessary staffing and verification of eligibility requirements.

Build relationships with community members to increase and retain facility rental customers. Reviews and monitors actual revenues and expenses to assist in ensuring facility rental revenues exceed expenses within Community Services Fund each fiscal year.

Archive facility rental and special event documentation.

Assist with special projects such as research, compiling and producing relevant documents. Track progress and review project tasks and issues; identify solutions and ensure deadlines are met.

Proactively communicate event status, issues and risk to all concerned. Operate a variety of office equipment including a computer and assigned software, arrange for equipment maintenance and repairs as needed.

Implement new software programs to enhance the efficiency of processes related to special events.

Receive and sort mail as required; prepare and distribute informational materials and bulk mailings; contact others to request documents as needed.

Attend and conduct various meetings and training as assigned.

Update and maintain website information as directed.

Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of clerical and customer service experience and two years of demonstrated experience planning and coordinating events of all sizes.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and coordinating the rental and use of District facilities.

Principles, practices, procedures, strategies, terminology and techniques involved in the processing and evaluation of facility use contracts.

College organization policies, rules and programs.

Room scheduling software.

Policies and objectives of assigned programs and activities.

Principles and practices of supervision, training and directing the work of others.

Principles of business letter and report writing.

Budget preparation and control.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public speaking techniques.

ABILITY TO:

Coordinate the reservation, rental and use of District facilities by college and community groups.

Maintain a professional and positive attitude and provide exceptional customer service.

Communicate effectively both orally and in writing.

Use appropriate and correct English, spelling, grammar, and punctuation.

Analyze situations accurately and recommend an effective course of action.

Compose correspondence and written materials independently or from oral instructions.

Assure smooth and efficient office operations.

Perform a variety of clerical accounting duties in support of assigned activities.

Answer telephones and greet the public courteously.

Complete work with many interruptions.

Compile and verify data and prepare reports.

Maintain a variety of records, logs and files.

Utilize a computer to input data, maintain automated records and generate computerized reports.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.

Work independently with little direction.

Add, subtract, multiply and divide with speed and accuracy.

LICENSES AND OTHER REQUIREMENTS:

Plan and organize a variety of activities to ensure efficient operations, proper and timely completion of projects or activities related to the coordination of the rental of campus facilities including rooms and athletic facilities.

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WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Read and comprehend printed matter and text and data on computer monitors;

Hearing, listening and speaking to exchange information in person, telephone, written correspondence, and/or email.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Occasional lifting, carrying, pushing or pulling up to 50 pounds.

Reaching overhead, above the shoulders and horizontally.