



Coast Community College District

Facilities Utilization Specialist (IN-HOUSE ONLY)

SALARY	\$6,280.50 - \$8,467.43 Monthly \$75,366.00 - \$101,609.15 Annually	LOCATION	Huntington Beach, CA
JOB TYPE	Classified Staff	JOB NUMBER	G-005-25
DIVISION	Golden West College	DEPARTMENT	Maintenance & Operations
OPENING DATE	06/28/2024	CLOSING DATE	7/11/2024 11:59 PM Pacific

Definition**(On-Campus/In-Person Position)****IN-HOUSE ONLY:**

This position is open to internal permanent and temporary Coast Community College District (CCCD) employees to apply. External candidates are not eligible to apply. If you are not a current active employee with CCCD, please do not apply at this time.

About Golden West College

Located in beautiful Huntington Beach, California, Golden West College is a two-year college, serving over 10,500 students on a 122-acre campus. GWC offers over 60 Associate degrees, a strong university transfer program, more than 40 Career and Technical Education certificates, community education, and extensive student support services. Founded in 1966, Golden West College has been widely recognized for its pioneering leadership in designing learning-centered programs and services for its students. Additionally, GWC is an officially designated Hispanic-Serving Institution (HSI) and has an eligibility designation as an Asian American Native American Pacific Islander-Serving Institution (AANAPISI).

At Golden West College we are committed to providing high quality education and equitable outcomes through inclusive practices that support and celebrate everyone. We welcome candidates that share our devotion to educating and improving the lives of our representative students, employees, and community populations. Please visit the links below to learn more information about GWC:

- [Mission, Vision and Values](#)
- [GWC Vision 2030 Comprehensive Master Plan](#)
- [GWC Employee-Student Demographics](#)

Summary

Coordinates, schedules, and monitors use of College facilities for academic and/or non- academic 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 cleanup. Prepares specialized records, contracts and reports for facility use.

Distinguishing Career Features

The Facilities Utilization Specialist is a specialized position requiring the ability to provide a variety of logistics, contracting, and support to offering and scheduling district and campus facilities for internal and fee-based use, and to provide support to intra-campus classroom and office moves.

Essential Duties and Responsibilities

Specific duties may vary among departments, divisions and jobs. Incumbents typically perform a substantial portion or all of the following kinds of duties, as assigned:

1. Coordinates and updates non-instructional and instructional facility use with internal and outside organizations on a continual basis. Processes facility requests and generates calendar of events reports.
2. Accepts requests for facilities use, reviewing applications for accuracy and completeness, obtaining approvals, verifying insurance coverage and compliance, determining fees, and communicating decisions and instructions to applicants.
3. Provides information to staff and external customers on availability of facilities, fees, insurance and other requirements. Attends and participates in meetings impacting facility plans, schedules, and usage.
4. Determines the type and availability of space and equipment needed for non-instructional use of the facilities to include theaters, conference areas, and athletic venues. Estimates costs of equipment, set-up, overtime and/or other costs using approved fee schedules.
5. Provides prospective users with facilities layouts and tours to assist in selection, layout and set-up of the best fit for rental facilities. Schedules use of lighting, multimedia, and HVAC services requested by facilities users.
6. Coordinates with district and campus departments for event support needed in the preparation, set-up, operation and sequencing of events, including clean-up. Arranges with maintenance staff to optimize facility energy usage.
7. Meets with administrators, faculty, staff and event representatives to organize operation and support services connected to District events and internal moves.
8. Coordinates, schedules and supports construction and maintenance teams by handling arrangements for moves to include furniture, fixtures, classroom infrastructure, and signage.
9. Provides analytics to ensure optimization of facilities schedules and usage.
10. Prepares and distributes schedules showing all district activities (including room and venue changes) for general information and for Maintenance, IT, Custodial, and Public Safety Services to ensure adequate support.
11. Prepares requisitions, invoices, payroll, and billing records in connection with services provided to facility users and processes invoices for payment.
12. Compiles data depicting event performance, scope, and size. Records administrative, financial, and other data to support internal and State agency reporting. Maintains records and archives of facility use.
13. May track problems connected with invoiced accounts receivable and balances of services that have used college facilities.
14. Maintains a positive image from the district, college, and its community-based facility users. Assures coordination and compliance with laws, ordinances, and the District's risk management policies.
15. Performs other related as assigned that support the objectives of the position.
16. Performs a variety of administrative tasks in support of the preparation, upkeep and maintenance of Maintenance and Operations budgets including maintenance, grounds keeping, mailroom and custodial. Gather a variety of statistical, budgetary and related data from on-line system.
17. Coordinate special and routine projects.
18. Design and/or format new forms, bulletins and manuals; explain practices, policies and procedures.
19. Provide input on personnel related matters such as tracking employee time off, review vacation overages with Director, track employee absence reports, hourly employee days, completing epafs and time cards.
20. Serve as the coordinator, trainer and lead for the College Key Card access system, responsible for keyless remote access from offsite or after hours, Maintain and troubleshoot the system as required.
21. Lead, train and provide technical assistance to staff on 25Live, troubleshoot 25Live issues.
22. Knowledge of HVAC controls and fire alarm systems at all campuses.
23. Assist the Director in the management of Bond and Capital Outlay projects.
24. Act as a college resource working with architects, vendors, staff, faculty, District Personnel and general public where knowledge of District policies, procedures and regulations are necessary.
25. Works independently to answer correspondence, perform specialized technical administrative work and assist with issues at the various learning centers.
26. Assist and coordinate the implementation of goals, objectives, strategies and work plan for an assigned area.
27. Research and make recommendations to improve operations and administrative policies, procedures and practices for college with respect to facilities, Maintenance and Operations and mailroom.
28. Manages stadium during rental and campus events including scheduling and directing staff, coordinating set-up and take-down using internal and external resources, can coordination with campus users, in order to maintain an efficient and safe environment.

29. Performs other related duties as assigned that support the objective of the position.
30. Required to abide by all District policies and procedures including Board Policy 3050 – Code of Professional Ethics.

Qualifications and Physical Demands

Knowledge and Skills

1. The position requires working knowledge of the logistics, rules, regulations, and policies for using facilities in a public sector/education environment.
2. Requires knowledge of contracting policies, procedures, and contractual requirements such as those used by the District and its Colleges.
3. Requires working knowledge of the sequence of activities and the infrastructure and hospitality requirements for use of facilities and customers' event needs.
4. Requires working knowledge of modern office practices, procedures and equipment.
5. Requires working knowledge of administrative filing systems and file maintenance.
6. Requires working knowledge of and expertise in computer-aided facility scheduling software as well as common office productivity software for word processing, spreadsheet, and visual presentation needs.
7. Requires basic knowledge of the services used in connection with and support of facility preparation, maintenance and operation, and cleaning, grounds, traffic, hospitality services, and security.
8. Requires mathematics sufficient to perform columnar calculations, decimals, fractions, etc.
9. Requires sufficient command of English, grammar, spelling and punctuation to prepare correspondence and reports.
10. Requires sufficient human relations skills to work cooperatively with potential facility users, staff, students, general public, vendors, and construction contractors.

Abilities

1. Requires the ability to perform the essential responsibilities and functions of the position.
2. Requires the ability to perform multiple duties of the position simultaneously.
3. Requires the ability to learn, understand and apply District and College rules, regulations and policies for facilities use.
4. Requires the ability to analyze, optimize and balance facility scheduling, room and venue preferences, work under pressure and meet deadlines, timetables, etc., organize and prioritize work activities.
5. Requires the ability to maintain collaborative working relationships with students, staff and potential and current facility users.
6. Requires the ability to compile numerical and operations data for reports such as those for State agencies on venue occupancy.
7. Requires the ability to office productivity applications such as word processing, spreadsheets, email, and access of databases.
8. Requires the ability to learn and apply specialized facility management and scheduling software.
9. Requires the ability to learn and use a two-way radio.
10. Requires the ability to learn and use specialized software for building climate control and energy conservation.
11. Requires the ability to provide guidance and training to students and/or other temporary help.
12. Requires the ability to exercise patience, and work cooperatively and productively when dealing with others.

Physical Abilities

1. The general physical demands, working conditions, and essential job functions associated with this classification will be kept on file with the Office of Human Resources.
2. Essential functions will vary by position.
3. As defined by Title I of the Americans with Disabilities Act ("ADA") and California's Fair Employment and Housing Act ("FEHA"), the District shall engage in a timely, good faith interactive process with employees or employment applicants who are requesting or are in need of reasonable accommodations and, provide reasonable accommodations for employees or employment applicants who, because of their disability, are limited in or unable to perform one or more of the essential functions of their job in accordance with applicable state and federal law.

Minimum Qualifications: Education, Experience & D.E.I.A.

The position requires an Associate's degree or equivalent in a business or related discipline and three years of progressively responsible experience in a combination of administrative/ customer support and event/facilities utilization

environment. Additional relevant experience may substitute for post-secondary education. Or, any combination of education and experience which would provide the required equivalent qualifications for the position.

AND

Demonstrated evidence of responsiveness to and understanding of the racial, ethnic, disability, gender identity, sexual orientation, socioeconomic, academic, and cultural diversity within the community college student population, including students with different ability statuses (e.g., physical and/or learning) as these factors relate to the need for equity-minded practice within the classroom and campus.

Preferred Qualifications

- Experience serving as an administrator with scheduling, publishing, and reporting systems such as 25Live

Licenses and Certificates

May require a valid driver license.

Conditions of Employment

IN-HOUSE ONLY: This position is open to internal permanent and temporary Coast Community College District (CCCD) employees to apply. External candidates are not eligible to apply. If you are not a current active employee with CCCD, please do not apply at this time.

This is a IN-HOUSE recruitment for one permanent, full-time classified, 40 hour per week, 12-month per year position. The position is fully on campus and does not offer remote work. The normal hours of work are Monday through Friday from 8:00am to 5:00pm with some flexibility to work evenings and weekends in order to meet the needs of the department. The effective date of employment will be arranged with the supervisor.

ATTENTION: Before applying, please be sure to review the Coast Colleges District Board Policy regarding Nepotism (BP 7310) ([Download PDF reader](#)) to check if your application may be impacted. Additionally, **applicants must be authorized to work for ANY employer in the U.S.** We are unable to sponsor or take over sponsorship of an employment Visa at this time. If you have any questions, please contact HR Recruitment at 714-438-4714 or 714-438-4716.

Application Requirements

To be considered for employment you must submit a complete application packet at <http://www.cccd.edu/employment> by the application deadline: **11:59PM Thursday, July 11th, 2024.**

Incomplete applications, application materials submitted by mail and documents not requested in the job announcement will not be considered. Please note that the district does not return materials submitted in the application process (copies of original supporting documents are acceptable).

A complete application packet includes:

1. A complete **Coast Community College District Online Employment Application.**
2. A **Current Resume** of professional and educational background and experience.
3. A **Cover Letter** detailing your experience related to the role.

Individuals who need reasonable accommodations in accordance with ADA should notify the Human Resources Office for assistance by emailing jobs@cccd.edu or by calling 714.438.4716.

Pay Philosophy

Coast Community College District, through policies, practices, and other benefit programs, delivers a fair and equitable total compensation program that promotes equal employment opportunity, inclusion, and workforce vitality. In general, it is the policy of the District to place new employees at the first step of the salary grade. All movement on the salary schedule will occur July 1 of each year for all classified employees. (**Salary Range EE-119**) ([Download PDF reader](#))

Benefits

This position is eligible for the following benefits. Please visit the benefits tab above for additional information.

- Generous medical, dental, vision and life insurance plans for employees and dependents

- 21 paid holidays
- Cumulative sick leave
- Paid vacation
- Longevity salary programs
- PERS/STRS retirement plans
- Deferred compensation/457 plans
- Employee Assistance Program

Employment Information

- Regular attendance is considered an essential job function; the inability to meet attendance requirements may preclude the employee from retaining employment.
- The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Coast Community College District policies, procedures, and Title IX. (Reference: BP/AP 5910)
- The Coast Community College District celebrates all forms of diversity and is deeply committed to fostering an inclusive environment within which students, staff, administrators, and faculty thrive. Individuals interested in advancing the District's strategic diversity goals are strongly encouraged to apply. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose.

The **SELECTED CANDIDATE** is required to complete the following prior to employment:

- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment).
- Have fingerprints taken by a Live Scan computer at the candidate's expense (Clearance must be received prior to the first day of employment).
- Present original documents for proof of eligibility to work in the United States including a Social Security Card; AND
- Participate in a new hire onboarding appointment with an Employment Services Representative.

Additional Information

Coast Community College District is an Equal Opportunity Employer

The Coast Community College District is committed to employing qualified administrators/managers, faculty, and staff members who are dedicated to student learning and success. The Board recognizes that diversity in the academic environment fosters awareness, promotes mutual understanding and respect, and provides suitable role models for all students. We are committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and equal consideration for all qualified candidates. The District does not discriminate unlawfully in providing educational or employment opportunities to any person on the basis of race, color, sex, gender identity, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, or genetic information. The Coast Community College District is a multi-college district that includes [Coastline](#), [Community College](#), [Golden West College](#), and [Orange Coast College](#).

Coast Community College District Title IX:

<https://prod.cccd.edu/employees/hr/title9/index.html>

This direct link [2022 Coast Community College District Annual Security and Fire Safety Report](#) (Download PDF reader) (Download PDF reader) is the 2022 Annual Security and Fire Safety Report for Coast Colleges. The crime statistics for calendar years 2018 - 2021 were submitted to the U.S. Department of Education as required under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. A hard copy can be provided from one of the Campus Safety Offices. Please contact any of the Campus Safety Offices for any questions regarding the report.

Agency

Coast Community College District

Address

1370 Adams Avenue

Phone

Costa Mesa, California, 92626

714-438-4668

714-438-4714

Website<http://www.cccd.edu>**Facilities Utilization Specialist (IN-HOUSE ONLY) Supplemental Questionnaire*****QUESTION 1**

Golden West College is committed to fostering a culture of inclusive excellence by uplifting employees and students through an environment that is equitable, diverse, inclusive, and accessible. When responding to the questions below, please provide clear examples with successful outcomes, offer instances where you applied job skills to enhance diversity, equity, and inclusion, as well as your input towards advancing the overall culture at your former workplace. Please confirm Yes to acknowledge that you have read and understand these guidelines.

☐ Yes☐ No**QUESTION 2**

This is an internal recruitment open to current Coast Community College District employees. Please list your employee ID and current position.

***QUESTION 3**

The following questions will be carefully evaluated to determine the most qualified candidates to be invited for an interview. Please provide clear and detailed responses and do not paste your resume, put "see resume", N/A or leave blank. Please confirm Yes to acknowledge that you have read and understand these guidelines

☐ Yes☐ No***QUESTION 4**

How do you prioritize your administrative responsibilities in addition to scheduling the use of college facilities for both academic and non-academic events? Please provide an example of how you would organize your day's responsibilities.

***QUESTION 5**

Describe your experience with event marketing, coordinating with various stakeholders as well as how you would consider the impact on various departments and staff.

***QUESTION 6**

Describe your experience with 25Live or an equivalent facilities management software. Please detail what systems you have used to support event planning.

***QUESTION 7**

I understand that a COMPLETE application packet is required for consideration, which includes the following: 1. A completed Coast Community College District Online Employment Application 2. A current Resume (attachment) 3. A

Cover Letter (attachment) 4. Detailed responses to supplemental questions (Note: These responses will be screened to determine which candidates are invited to interview.)

☐ Yes

☐ No

* Required Question