

PERALTA COMMUNITY COLLEGE DISTRICT - March 1, 2010

CLASSIFIED JOB DESCRIPTION

**FACILITIES SERVICES SPECIALIST
(SEIU Local 1021 Salary Range 78)
Job Code: 981**

CLASS PURPOSE

Under direction, the incumbent is responsible for assisting the College Business and Administrative Services Manager with facilities management and providing capital projects support and facility rental services in the day-to-day operations of the Business Services Department.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Acts on behalf of the Business Manager as college liaison with internal and external organizations in the negotiation of contracts for use of college facilities for rental of classrooms, theater, lecture halls, athletic facilities, the student center, gymnasium and other areas of campus for non-instructional purposes.
- Maintains detailed records of accounts receivables of facility contracts using appropriate software, including MS Word & MS Excel. Prepares billing notices/invoices for all users of facilities and insures payment of fees. Performs collections services as necessary. Receives and receipts checks from facility rental groups. Posts payments.
- Provides administrative and technical support to Business Manager and Deans on campus construction projects and associated moves.
- Under the supervision of the Business Manager, organizes administrative tasks associated with facilities renovations and the processing and maintenance of facilities-related documents, reports and minutes.
- Provides technical assistance and interpretation of Board Policy to calculate charges for rental agreements. Calculates rental fees based on Board Policy for said agreements.
- Assists the Business Manager in keeping track of outstanding health and safety issues, and suggestions for facility improvements; may transmit information to the Director of Risk Management with regard to Laney College issues.
- Prepares yearly facility audit and other relevant reports.

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- Ensures monthly income reports are submitted to Business Manager.
- Calculates service costs for custodial, police services, grounds workers, maintenance engineers, theater technicians and locker room attendants.
- Reviews and interprets insurance policy limits for outside groups to insure that limits meet requirements. Insures outside groups qualify as non-profit based on tax records if they so identify.
- Acts on behalf of the Business Manager in the negotiation of contracts with outside organizations for use of college facilities for instructional purposes.
- Coordinates facility usage in collaboration with custodial employees, police, grounds workers, maintenance engineers, theater technicians and locker room attendants.
- Attends and participates in college facilities planning committee meetings in support of the Business Manager. May attend meetings regarding status of construction activity.
- Member of the Laney College and Peralta Community College District health and safety committees.
- Prepares and maintains weekly event listing for all campus events for distribution to administrative offices and police services. Ensures requests for adequate police services are submitted.
- Provides information to Public Information Officer regarding scheduled campus events. May assist with updating college websites with upcoming events.
- Operates a personal computer to prepare letters, memorandums, committee meeting minutes, spreadsheets and databases for the Business Manager utilizing computer skills in MS Word, MS Excel, and MS Access.
- Maintains and updates the College Facilities Procedures Manual.
- Processes all work orders for custodian and physical plant services.
- Develops and recommends any modification to improve department performance, efficiency and effectiveness.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Graduation from an accredited college or university with a major in business administration or a related field and two (2) years of responsible and professional work in facilities administration, accounting, public administration; or any combination of education, training and qualifying experience that could likely provide the desired knowledge, skills and abilities to perform the essential functions of the position.
2. Demonstrated experience in the interpretation and application of rules, regulations, codes, and policies.

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3. Knowledge and proficiency in the utilization of standard office productivity software programs (e.g., MS Word, Excel, Access, and PowerPoint), personal computers, and other standard office equipment.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Experience using web-based enterprise applications for purchasing, finance, and/or accounting
- Knowledge of:
 - Concepts, techniques, procedures, and policies applicable to facilities usage areas
 - Administrative and office procedures and practices
- Ability to:
 - Evaluate effectiveness of functions and operations
 - Develop and evaluate alternatives for possible courses of action
 - Prepare detailed reports and recommendations
 - Establish and maintain cooperative relationships with others
 - Communicate effectively, both written and oral

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading

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- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: N/A