

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION**

JOB TITLE: Facilities Administrative and Utilization Specialist

BASIC FUNCTION: Under the supervision of the area administrator, schedules and tracks all events and meetings for the college, gathers and verifies necessary insurance documentation, prepares pricing and billing for all events, and performs administrative duties typically for administrators of special service programs and/or departments.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s)

REPRESENTATIVE DUTIES:

Administrative Assistant Responsibilities

1. Coordinates, plans and schedules appointments, makes reservations and handles catering for on or off campus meetings, workshops, events, and conferences, including video conferences, and makes travel arrangements for director, faculty and/or staff.
2. Answers and screens telephone calls and e-mail, and provides information where judgment, knowledge and explanation of policies and/or procedures are necessary. May field complaints and serve as a department liaison for the faculty, staff, students, parents and/or the public.
3. Schedules and maintains master calendar for department.
4. Tracks monthly department staff attendance reports and student/hourly worker timesheets. Provide payroll with attendance report.
5. Prepares correspondence on a variety of matters; develops, or prepares, letters, memoranda, forms, flyers, department newsletters, marketing material, training proposals, organizational charts, and/or minutes, which could be material of a confidential nature, from handwritten drafts, notes or oral instruction;
6. Types tests, reports, statistical outcomes; drafts correspondence, with minimum of instruction, responding to routine inquiries, or as needed, to follow up on departmental actions or as requested by official to whom assigned.
7. Maintains department/program files and researches and assembles information as needed.
8. Performs a wide variety of data entry information utilizing specific data formats and various software; checks and reviews data for completeness and conformance with established processes and procedures.
9. Assists in preparing Board reports.
10. Assists in researching and preparing a variety of State reports, including narrative and statistical, as directed by official to whom assigned.
11. Assists in developing a variety of surveys and compiling the results.
12. Orders, inventories, stores and issues department/program office supplies.
13. Assists with the development and monitoring of the department budget.
14. Operates and maintains a variety of office equipment.
15. Handles department/program mail distribution, including pick up, drop off, opening and delivering mail; maintains master mailing lists; prepares, produces and distributes mass mailings of materials and reports related to the department/program, under the direction of the department manager to whom assigned.
16. Tracks and verifies invoices; prepares requisitions, add-ons, budget transfers using District's software package.
17. Participates in District-provided in-service training programs.
18. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
19. Performs other duties, related to the position, as assigned.

Facilities Utilization Responsibilities

1. Administration and management of R25 approving all events/meetings campus-wide.
2. Build buildings, rooms, and resources into the R25 database program for new/renovated buildings.
3. Gather, verifies, and maintains all necessary insurance documentation as it pertains to scheduling outside events, including the pricing and billing information in accordance with AP6700.
4. Schedules and participates in pre-event meetings for campus events.
5. Prepares, produces, and distributes materials and reports related to the programs and specialties under the jurisdiction of the manager to who assigned.
6. Facilitates working relationship with custodial and grounds staff.

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7. Prepares facility utilization reports from data downloaded from the FUSION database, R25, and from other sources.
8. Provides specific recommendations to improve the college's space efficiency ratios.
9. Monitors external and internal use of buildings and grounds for compliance with AP6700 and other Policies and Procedures.
10. Collaborates with external groups, department chair and manager to resolve facility use issues.
11. Provide information to FPD that is needed to update FUSION relative to change of use for specific spaces.

Facility Access Responsibilities

1. Maintain and monitor the access control, security and surveillance system database; maintenance and integration with C-Cure 9000 including user-end programming.
2. Provides planning and support for the access control system and installations.
3. Schedules required preventive maintenance.
4. Maintains software and hardware registration and inventory to provide upgrades as necessary to assure proper access levels are maintained.
5. Performs fieldwork to verify installation of new/modified systems and changes to access database.

EDUCATION: Graduation from high school, or GED equivalent, and a minimum of at least two college business courses from an accredited institution are required.

EXPERIENCE: At least three years of varied administrative experience. Experience in the support of building access control systems and space planning utilization databases. R25, C-Cure 9000 and FUSION is preferred.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Microsoft Office software package (Word, Excel, Access, Power Point); modern office practices and equipment. Programming of building access control systems, facility planning and utilization database(s) (i.e. C-Cure 9000, R25, and FUSION).

ABILITY TO: Operate modern office equipment, including, but not limited to, calculator, scanners, copiers, fax machines, telephone, desktop computer; spell correctly; communicate, using good English, orally and in writing; keyboard at a speed of not less than 45 net words per minute; index and file; establish and maintain an effective working relationship with others.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: May include students, staff, faculty, administrators, vendors, general public, conference facilities, business leaders.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.