

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Facility Access & Utilization Coordinator

BASIC FUNCTION: Under the supervision of the Vice President of Business Services, schedules and tracks all events and meetings campus-wide, gathers and verifies necessary insurance documentation, prepares pricing and billing for all events, and performs skilled clerical duties. Coordinates all extramural and external facility use; supports the building access (database) system; and issuance of access (ID) cards; to include, but not limited to, database update, system monitoring, hardware & software troubleshooting, and coordination of repairs as necessary; reviews facility utilization reports and provides recommendations for improvement.

SUPERVISORY RESPONSIBILITIES: None.

REPRESENTATIVE DUTIES:

A. Building Access & Security Control System

1. Primary responsibility – Administration and management of the access control and security system database; maintenance and integration with C-Cure 9000.
2. Exercises project oversight according to District approved Security Master Plan, while fine-tuning and tracking changes in security ensuring consistency with District identified objectives.
3. Ensures that the construction projects that include building access and security are in keeping with the access and security guidelines. Provides planning and technical support for the access control system and installations.
4. Schedules and accomplishes the required preventive maintenance tasks on equipment, interfacing with equipment installer, software integrators and builders for resolving problems.
5. Maintains and troubleshoots malfunctions in hinges, operators, closers, etc., and works with a maintenance mechanic to ensure repair of any malfunctions.
6. Monitors the data integrity of the security systems and tracks the up-time, maintenance, repair, and related conditions status to manage the process to maximize up-time and minimization of challenges.
7. Maintains software and hardware registration and inventory to provide upgrades as necessary and assure proper access levels are maintained.
8. Performs fieldwork to verify installation of new/modified systems and changes to access database.

B. Facility Utilization & Space Reporting

1. Maintains the FUSION database to monitor space utilization and provide recommendations to maximize the college's eligibility for State funded projects and to comply with CCCCCO deadlines for space utilization reporting.
2. Prepares facility utilization reports from data downloaded from the FUSION database, R25, and from other sources.
3. Provides specific recommendations to improve the college's space efficiency ratios.
4. Supports on-going space planning objectives.
5. Monitors facility utilization, provides recommendations to improve the college's cap/load and efficiency metrics, and provides pertinent data to assist with space planning activities.

C. Facility Use

1. Oversees external and internal use of buildings and grounds for compliance with AP6700 & AP6705 and other Board Policies, District Administrative Procedures and College Operating Procedures.
2. Collaborates with external groups, department chairs and managers to resolve facility use issues.
3. Acts as the college's liaison to District Risk Management relative to facility use matters.
4. Oversees and facilitates the internal and external use of campus buildings and grounds.
5. Provides information needed to update the R25 database and prepares reports as necessary.
6. Schedules and tracks all events/meetings campus-wide using the R25 program or equivalent software scheduling program.
7. Gathers, verifies, and maintains all necessary insurance documentation as it pertains to scheduling outside events.
8. Schedules and participates in pre-event meetings for campus events.

9. Negotiates and prepares pricing and billing information for all events.
10. Handles telephone calls and email inquiries; gives information where judgment, knowledge, and interpretation of policies, procedures, and regulations are necessary.
11. Composes correspondence on a variety of matters, including material of a confidential nature for the vice president, with minimum instruction.
12. Prepares, produces, and distributes materials and reports related to the programs and specialties under the jurisdiction of the vice president.
13. Facilitates working relationship with custodial, grounds and maintenance staff.

D. Other Duties

1. Participates in the development of the short-term and long-term Facilities Master Plan.
2. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
3. Maintains files and records related to the operations of the office.
4. Schedules appointments and meetings and makes reservations and travel arrangements.
5. Provides backup to facilities office staff.
6. Participates in District-provided in-service training programs.
7. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
8. Performs other related responsibilities as may be assigned.

EDUCATION: Associate's degree in business administration, computer science or a related area, OR completion of 60 semester units or 90 quarter units which included coursework in business administration, computer science or a related field, is required. Bachelor's degree in business administration, computer science or a related area is preferred.

EXPERIENCE: At least four years of varied clerical and/or technical experience is required. Must have proficient level experience using word processing systems and spreadsheet software packages, preferably Microsoft Office Software package (Word, Excel, PowerPoint and Outlook). Experience in the installation, monitoring and maintenance of a building access control software system is preferred. Experience with space planning utilization databases (such as R25 or FUSION) is desired.

LICENSES/CERTIFICATIONS REQUIRED: None

KNOWLEDGE OF: Programming of building access control systems; facility planning and utilization database(s); applicable codes and regulations; appropriate safety precautions.

ABILITY TO: Effectively employ excellent interpersonal, oral and written communication skills in dealing with administrators, faculty, staff, students, vendors, community members and the general public; establish and maintain effective working relationships with others; use Microsoft Office Suite and building access and utilization database systems; operate adding, duplicating, and other office machines; spell correctly and use good English; perform a variety of clerical duties; make comparisons and computations quickly and accurately; index and file; keyboard at a speed of not less than 40 net words per minute; understand and carry out oral and written instructions; maintain routine records and prepare reports related to work performed.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Managers, faculty, staff, students, vendors, external agencies, community members, and the general public.

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.