

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Facilities Utilization Specialist

BASIC FUNCTION: Under the supervision of the area Manager, 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.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Schedules and tracks all events/meetings campus-wide using the Resource 25 program or equivalent software scheduling program.
2. Gathers, verifies, and maintains all necessary insurance documentation as it pertains to scheduling outside events.
3. Schedules and participates in pre-event meetings for campus events.
4. Prepares pricing and billing information for all events.
5. Prepares departmental program review data.
6. Handles telephone calls and email inquires; gives information where judgment, knowledge, and interpretation of policies, procedures, and regulations are necessary.
7. Keyboards letters, memoranda, and minutes from handwritten drafts, including material of a confidential nature.
8. Composes correspondence on a variety of matters for the manager, with minimum instruction.
9. Prepares, produces, and distributes materials and reports related to the programs and specialties under the jurisdiction of the manager to whom assigned.
10. Facilitates working relationship with custodial and grounds staff.
11. Maintains files and records related to the operations of the office.
12. Schedules appointments and meetings and makes reservations and travel arrangements.
13. Provides backup to facilities office staff.
14. Participates in District-provided in-service training programs.
15. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
16. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent is required.

EXPERIENCE: Two years of closely related varied clerical experience is required.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Microsoft Office Software package (Word, Excel, PowerPoint and Outlook).

ABILITY TO: 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; and establish and maintain effective working relationships 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: Co-workers, other departmental personnel, students, vendors, 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.