



ANTELOPE VALLEY COLLEGE
Office of Human Resources & Employee Relations

ANNOUNCEMENT OF CONFIDENTIAL, MANAGEMENT, SUPERVISORY POSITION

POSITION: Supervisor, Campus Events and Operations Full time, 12 months

WORK SCHEDULE: Monday – Friday: 8:00am – 4:30pm
(Hours may vary slightly based on need)
(Saturday & Sunday assignments as required)

SALARY: Range 23, \$4,577.49/mo. + benefits

EXTENDED DEADLINE: January 20, 2012

BASIC FUNCTION:

Under the direction of the Director of Facilities Services, organizes, coordinates, directs, and supervises District campus events; coordinates, directs, and supervises day shift custodians; manages District recycling and waste management programs; performs Facilities Services department lead responsibilities for safety and security. This classification acts as building manager of the Performing Arts Theatre and as stadium manager for Marauder Stadium, AVC Baseball Stadium, and AVC Softball Stadium. This classification is part of the Confidential/Management/Supervisory Employee Group and is overtime exempt.

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Organizes, schedules, coordinates, and directs all aspects of college events, including athletic events, ASO events, outreach events, job fairs, seminars, conferences, meetings, ceremonies, and on- and off-campus performances. (E)
- Organizes, schedules, coordinates, and supervises all aspects of public events in conformance with the California Education Code Civic Center Act. (E)
- Develops and executes pre-event financial estimates, facility use contracts, and post-event settlements; coordinates appropriate insurance requirements. (E)
- Develops, implements, and applies approved usage fees for facility use and damages; coordinates with Business Services Office to ensure correct billing and collection of fees. (E)
- Develops, implements, and maintains automated event ticketing system with Business Services Office. (E)
- Assesses, selects, trains, and supervises personnel for campus events that include full time employees, part-time permanent employees, hourly employees, consultants, student workers and volunteer workers. (E)
- Coordinates with college departments for event support including athletics, public relations, campus security, disabled services, maintenance, grounds, audio visual, food services, information technology services, requesting event departments and outside entities including event users, emergency services, catering services, event support services and regulatory agencies. (E)
- Develops, organizes, and publicizes campus events calendar; and event policies and procedures. (E)
- Coordinates all facility needs as the building manager of the Performing Arts Theatre and as the Stadium Manager of Marauder Stadium, AVC Baseball Stadium and the AVC Softball Stadium; including coordination of facility security, access, functionality, cleanliness, care and maintenance of equipment and systems, facility maintenance and operational integrity. (E)
- Coordinates, schedules, and performs campus relocations and rearrangements with Facilities Planning and Campus Development department. (E)
- Performs physical tasks as required to meet event deadlines and life/safety requirements and assist with the setting up and tearing down of all special events. (E)

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

REPRESENTATIVE DUTIES (Continued):

- Establishes priorities, organizes, schedules, coordinates, and supervises day shift custodial operations. Coordinates daily with custodial night shift supervisor. (E)
- Prioritizes, organizes, schedules, coordinates, supervises the District transportation operations including vehicle fleet scheduling and maintenance. (E)
- Assesses, selects, trains, and supervises personnel for district transportation drivers with knowledge of DOT regulations. (E)
- Implements and maintains budget and contracts necessary to maintain and operate vehicle fleet; develop vehicle replacement plan to meet regulatory requirements and District needs. (E)
- Develops, maintains, and distributes transportation policies, processes, procedures and roles and responsibilities as required. (E)
- Organizes, coordinates, and supervises, the District recycling and waste management program and maintain compliance with state regulations (E)
- In coordination with the Director of Facilities Services and other Facilities Services department supervisors, coordinates all Facilities Services department security and safety related issues and develops corrective plans with Campus Security, District Risk Manager and others as needed. Participates on District Safety Committee as Facilities Services department representative. (E)
- Develops department and event budgets in coordination with the requestor. (E)
- Maintains inventory of department equipment and supplies.
- Develops specifications for supplies and equipment, solicits quotes and coordinates purchase or lease of items. (E)
- Actively participates in recruitment and selection of maintenance personnel and recommends employment of department personnel. (E)
- Directs, supervises and evaluates assigned classified personnel. (E)
- Interprets and administers applicable sections of the collective bargaining agreements. (E)
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE:

Sufficient education, training and/or work experience to demonstrate possession of the following:

- Two years* college-level coursework in Business or related field; **and** four (4) years of increasingly responsible experience in scheduling and coordinating facilities/operations or performing arts events, **including** two (2) years in a lead or supervisory capacity.

***Additional years of full-time experience may be substituted for education requirement on a one-to-one basis.**

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license
- Ability to obtain Utility Cart training within the first 180 days in this classification
- Ability to qualify for a valid forklift certificate within the first year of this classification

KNOWLEDGE OF:

- effective supervisory practices
- rules and regulations related to facilities use
- transportation and operations practices
- principles of public relations, communications and customer service
- computer applications
- basic accounting budget and inventory techniques
- effective interpersonal skills using tact, patience, and courtesy
- proper lifting techniques
- the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students

ABILITY TO:

- develop and document policies, processes and procedures and apply them to assigned areas of responsibility;
- communicate effectively, both orally and in writing
- provide directions in a decisive manner
- establish and maintain effective working relationships
- utilize basic applications
- maintain related files and records
- perform specialized duties related to event management
- manage multiple priorities

WORK DIRECTION, LEAD, AND SUPERVISORY RESPONSIBILITIES:

- Supervises day-shift custodians; transportation workers, temporary hourly workers, student workers, consultants and/or contracted professional experts.

CONTACTS:

- Co-workers, other Facilities department staff, administrators, faculty, staff, students, vendors, consultants/professional experts, volunteers, public agencies and general public.

PHYSICAL EFFORT:

- Regularly required to stand, walk, use hand to handle objects, tools or controls.
- Occasionally required to reach with hands and arms; climb or balance; and stoop kneel or crouch. Bend reach and twist; to lift, carry, push, and/or pull light to moderate amounts of weight.
- Operate vehicle to travel independently on short notice to other district or community locations to inspect or conduct work.
- Operate a computer keyboard.
- Operate forklift and other mobile equipment.

WORKING CONDITIONS:

- Work is performed in a standard office environment, indoors at various campus facilities and outside at various campus venues.
- Exposure to extreme weather elements.
- Willingness to work a flexible schedule and irregular and extended hours, including evenings, weekends, and some holidays.

APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted no later than 4:30 p.m. on the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College *Confidential, Management, Supervisory Application*
2. Cover letter addressing your interest and qualifications
3. Résumé
4. Transcripts: If college-level coursework or a degree is required in the job announcement under "Education and Experience":
 - a. Submit transcripts of all college-level coursework as required (unofficial transcripts or photocopies will be accepted to establish the application file).
 - b. No copies of degree/diplomas will be accepted as proof of college education.
 - c. Official documents will be required if the candidate is offered the position.
 - d. If "coursework" requirement is satisfied from a non-traditional college setting, submit photocopies of certificates earned that apply to the position only.

The application must be filled out completely and signed. **Do not** indicate "See Résumé" on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



ANTELOPE VALLEY COLLEGE

Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311

Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included. Postmarks will not be accepted

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer.