

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

SUPERVISOR, CAMPUS EVENTS AND OPERATIONS

Salary Range 23

BASIC FUNCTION:

Under the direction of the Executive 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)

- 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 Executive 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.