



West Valley - Mission

Community College District

CLASS SPECIFICATION

EVENTS & CAMPUS OPERATIONS ANALYST

Classified Position (Non-Exempt Status)

Classified Office, Technical & Business Services Salary Schedule – Range 70

DEFINITION

To perform specialized professional duties related to the activities and operations of administrative services and campus facilities including facilities rentals and event coordination, facilities projects and maintenance, office moves and space inventory activities, and emergency preparedness and safety programs; and to provide complex professional level support to the Vice President, Administrative Services, or an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level Events & Campus Operations Analyst professional class. Employees at this level receive only occasional instruction or assistance as new, unusual, or unique situations arise and are fully aware of the operating procedures and policies within the work unit. This position acts as the college liaison for the campus to the district services groups for events, requests for facility changes, and equipment procurement. This position is the point of Contact for coordination of campuswide events.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Vice President, Administrative Services, or an assigned supervisor.

May exercise technical oversight over technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, organize, and coordinate the administration of facility rentals, operations, and special events; manage calendars to publicize campus activities; oversee and administer the reservation of facilities for college programs and services, events, rentals, renovation, and maintenance; identify and communicate issues and areas of potential liability and risk.

Plan, develop, implement, and evaluate processes related to campus operations and events and ensure compliance with district policies, CA Education Code, and state and federal regulations.

Serve as point of contact for rentals; maintain records of applications, permits, and certificates of insurance, invoices, payments, and related material; address issues and conflicts related to facilities use.

Administer events, facilities use, and rentals in accordance with established guidelines and procedures; facilitate use contracts and agreements; explain district policies, fees, regulations, and deadlines for use of facilities; coordinate with applicable external agencies.

Provide logistical support for campus facilities and construction projects through project coordination, campus communication and notices, room scheduling, access, signage, and acting as a liaison between college departments, facilities and construction teams, and vendors and contractors.

Assist in the assessment, planning, and coordination of space allocations and coordinate college facilities projects, space reconfigurations, office moves, and installations in conjunction with college personnel, facilities and construction teams, and furniture, fixture, and equipment vendors.

Assist in the coordination of safety and emergency programs for the campus in collaboration with district police, emergency preparedness teams, and other district service groups.

Prepare and review documents and information related to operations such as contracts, budgets, facilities and event schedules, rental agreements, promotional materials, safety plans, personnel actions and/or other related information.

Recruit, select, train, evaluate, and direct the work of student workers and/or contract employees; may review proposals and negotiate terms with contract employees.

Track and monitor rental and project budgets; review expenditures; ensure adherence to project and/or contract specifications.

Coordinate a variety of information and resources for department administrators and faculty.

Compile and analyze data; oversee and maintain various databases; prepare a variety of reports.

Function as project manager for special projects as needed.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of event planning and project coordination.

Tools, techniques, and terminology used in facility operations, emergency preparedness, and event management.

Pertinent federal, state, and district laws, codes and regulations related to facility operations, emergency preparedness, and campus safety.

Principles and practices of modern office management and recordkeeping.

Basic research methods and techniques.

Room scheduling, event management, and facility work order software systems.

Principles of budget planning and monitoring.

Modern office practices, procedures, and equipment, including letter and report writing, financial and statistical record keeping, telephone techniques and etiquette.

Software programs and database systems relevant to the area of assignment.

Ability to:

Handle multiple large projects simultaneously and manage time and resources effectively.

Perform liaison duties with a variety of stakeholders related to facility projects, events, and programs.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis sit at desk for extended periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of ten pounds or less.

Interpret and ensure compliance with federal, state and district laws, regulations, and guidelines.

Write reports, proposals, business correspondence and procedure manuals.

Select, train, schedule, and direct the work of assigned staff and hourly workers.

Maintain and update multiple budgets.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible technical or professional experience in facilities administration, event management, or public safety.

Education:

Bachelor's degree or equivalent from an accredited college or university.

License and Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

EEO Category: Professional Non-Faculty

Date Approved: October 24, 2023