



Facility Use Coordinator New Position Proposal

Planning and Budgeting Council


11/09/2016

Overview


- **Position needs**
- **Duties/Responsibilities/Role**
- **Alignment with mission and goals**
- **Impact**



Position Needs

- **1.0 FTE Facility Use Coordinator**
 - **200+ events annually**
 - **Time intensive role that requires great attention to detail**
 - **Increased need for facility use coordination between internal events, 'hosted events', external facility use, and capital construction projects**
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Duties/Responsibilities/Role

- **Coordinates the process of internal and external facility rental**
 - **Maintains current information on our facility use web page**
 - **Coordinates the facility use event calendar and construction calendar**
 - **Prepares facility contracts**
 - **Shows College property**
 - **Making sure that policies and procedures including county and state codes are followed**
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Administrative Services

Facilities,
Maintenance &
Operations

Public Safety and
Security

Capital
Construction

Professional
Development

College Budget
and Fiscal
Services

External Fund
Management

Payroll and
Personnel

Operations


Contracts/Risk
Management

Business Office/
Cashiers


Safety/ Emergency
Preparedness

Facility Use

Alignment with College Mission and Goals

- **Position supports the mission through coordination of events**
 - **The position directly build and strengthens community relationships to serve our college and community.**
 - **Provides opportunity for community-led events on campus, which encourages community members to visit Cañada each year.**
 - **Facility rentals revenue provides additional resources to the College**
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Impact

- **By adding this position, we will formalize our College's facility use operations**
 - **Will allow the Cashier's Office team to provide more direct service to students**
 - **Dedicated position for facility use leading to increased revenue for the College**
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Q & A

