CLASS SPECIFICATION
Stadium and District Facilities Business Manager

FLSA Status: Exempt
EEOC Job Category: Officials and Administrators
Union Representation: Unrepresented

GENERAL PURPOSE
Under general direction of the Director, District Facilities, the Stadium and District Facilities Business Manager will be responsible for, planning, supervising, managing, overseeing and evaluating the activities, operations and staff assigned to the District’s Stadium and District facilities rental program., The incumbent will manage the District facilities rental program for all District structures, athletic fields, parking lots and off campus properties. In addition, the incumbent will coordinates inquiries, schedule and prepare permits for the use of college facilities by outside groups; works with athletic departments to coordinate the use and scheduling of all District facilities and equipment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
The Stadium & District Facilities Business Manager is responsible for planning, managing and overseeing the activities, operations and staff of the District’s facilities. The incumbent is responsible for managing, overseeing and evaluating permitting processes for the rental of District-wide facilities by outside parties and is responsible for coordinating the proper maintenance and repair of facilities, fields and equipment to ensure optimal availability and operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, supervises and evaluates the work of assigned staff; develops, implements and monitors work plans for effectiveness and provides appropriate analysis to achieve assigned goals and objectives; assists in developing and tracking the annual budget; participates in developing, implementing and evaluating work processes, systems and accounting procedures to achieve the District’s Stadium and Facilities rental program’s goals and objectives.

2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District’s classified human resources policies and labor contract provisions.

3. Provides day-to-day leadership and works with full-time and part-time staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations.
4. Plans, supervises, manages, oversees and evaluates the activities and operations of the District’s stadium and rental properties; recommends, establishes and enforces stadium operations and facilities rental policies and procedures; supervises, monitors and oversees athletic events to ensure compliance with District policies and procedures; supervises and ensures proper maintenance and repair of stadium facilities, rental properties and equipment by making recommendations to the Director, District Facilities; monitors and tracks employee hours and leaves; enters time into District’s payroll system.

5. Plans, schedules, supervises and participates in the maintenance program for all District rental facilities, including mechanical, electrical, plumbing and irrigation systems; inspects facilities for damage and required maintenance or repairs; inspects work of subordinates to ensure proper methods of propagating, planting, cultivating and maintenance of athletic fields; enters into contracts with outside vendors for facility repairs, where and when necessary; communicates needed actions with facilities department.

6. Schedules, coordinates, prepares, approves and monitors permits for use of the District’s stadium and other campus rental facilities by outside groups; responds to and answers questions regarding stadium and facility rental policies and procedures and resolves complaints; checks room and facility availability for rentals; meets with permitees to determine requirements and fees to be charged; ensures rental permits are signed and District has received appropriate certificates of insurance; prepares and follows up on invoices for rental permits; attends and oversees events and activities held by outside parties on District property and ensures permittees follow District rules and regulations regarding use of District facilities; meets with facility renters to discuss inappropriate use and care of facilities as needed; notifies administration of problems and issues; coordinates and oversees photo shoots on District facilities.

7. Works with City officials, District administrators, Board of Trustees, athletic departments and local homeowners to coordinate the use of the District’s stadium and rental facilities and scheduling of events; ensures compliance with local zoning laws and ordinances and coordinates law enforcement presence at events; adequately staffs stadium events and monitors the performance of contractors, vendors and outside users.

8. Prepares preliminary budget requests and monitors stadium and facilities rental accounts and budget; researches and recommends the purchase of stadium and athletic equipment, supplies and materials; requisitions and inventories stadium materials, equipment and supplies.

9. Maintains a variety of operational and personnel records; handles receipt of income for the use of District facilities; prepares a variety of financial and facility usage reports; works to implement advancements in areas such as the creation of a master calendar, an Access data base for users and vendors, etc.

10. Assists in representing the District during legal actions and proceedings involving all rental facilities as needed; participates in legal review of stadium and facility use contracts.
QUALIFICATIONS

Knowledge of:

1. Principles, practices and techniques of planning and managing the operations and activities of a community college athletic stadium and athletic fields and facilities rental program.

2. Requirements of maintaining stadium and District rental facilities in good repair, including approved methods of planting, propagating and caring for athletic fields.

3. Proper maintenance, operation, use and repair of stadium sound, lighting and irrigation systems.

4. Laws, ordinances, methods and practices for permitting the rental of public facilities, including the Civic Center Act.

5. Legal aspects of rental agreements, insurance requirements and permits.

6. Proper use of equipment and techniques used in grounds, landscaping and general maintenance work.

7. Health and safety regulations and procedures.

8. Federal, state and local laws, regulations, codes and court decisions applicable to assigned areas of responsibility.

9. Principles and practices of public administration for budgeting, purchasing and maintenance of public records.

10. Principles and practices of sound business communication and practices.

11. Standard business software, including word processing database and spreadsheet programs.

12. Principles and practices of effective management and supervision.

13. District classified human resources policies and procedures and labor contract provisions.

Ability to:

1. Implement and utilize sound, professional accounting principles, policies and procedures.

2. Plan, organize and supervise the operations and activities of the District's stadium and rental facilities, including structures, lecture halls, classrooms, athletic fields and parking lots.

3. Plan, organize and direct the work of the stadium and facilities rental staff.

4. Coordinate inquiries, scheduling and preparation of permits for the use of District facilities by outside groups.

5. Negotiate and enforce permits for stadium and District facility use.

6. Establish work standards and goals and evaluate results.

7. Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility.
8. Provide analysis, interpret, apply, explain and reach sound decisions in accordance with District and department policies, procedures and labor contract provisions.

9. Communicate clearly and effectively, both orally and in writing.

10. Prepare clear, concise and accurate reports, correspondence and other written materials.

11. Operate a computer using word processing Excel, Access and other business software in addition to other standard office equipment.

12. Organize and maintain specialized files.


14. Exercise tact and diplomacy in dealing with sensitive, difficult or confidential issues and situations.

15. Establish and maintain effective working relationships with District administrators, management, staff, permittees, vendors, the public and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four year college with coursework in public or business administration, management or a related field; and at least three years of progressively responsible experience in facilities management, including operations and maintenance of stadium and sports structures and/or educational facilities; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work
under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District administrators, management, staff, permittees, vendors, the public and others encountered in the course of work.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet. The employee occasionally works in outside conditions at athletic and special events, exposed to wet and/or humid conditions, where the noise level may be loud.

Revised: September 10, 2007