

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 2021

BUILDING SERVICES COORDINATOR

Abolished Effective June 1, 2005

DEFINITION

Schedule and coordinate the use of building auditoria and rooms.

DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished by responsibility for scheduling, coordinating, and monitoring the use of auditoria and rooms in large, multi-purpose buildings to achieve efficiency, minimize building use conflicts, and comply with policy relating to special program use of University facilities.

TYPICAL WORK

Review rooms or auditoria space requests to assure optimum use of space and avoid potential conflicts or sound overlap to adjacent areas;

Maintain liaison and coordinate with building users relating to room and auditoria reservations for classes and special programs;

Assign storage space adjacent to auditoria to meet user's temporary needs;

Review and approve space reservation requests and monitor use to assure conformity with building use policy;

Monitor use, condition and facilities of auditoria and conference rooms to assure the comfort and safety of occupants;

Initiate request for services to correct operational deficiencies, delivery, and removal of equipment and furnishings, lock changes, etc.;

Responsible for receipt, storage, moving, and issuance of building equipment and furnishings; maintain property records;

Responsible for routine housekeeping of auditoria and conference rooms and arrange for nonroutine custodial services;

Issue building keys to authorized users and maintain appropriate records;

Consolidate service charges and bill program sponsors for chargeable costs;

May coordinate and review activities of Audio-Visual personnel to achieve optimum building service and efficiency;

Provide information and advice to potential users of building regarding effective use of building facilities;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Two years' college education, including course in Drama, Education, Communications, or related courses; AND two years' public contact experience.

Additional public contact experience may substitute, year-for-year, for educational requirements.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

Examination Requirements:

A job element examination (including written, E & T and oral components) scored on the basis of job related experience, training, skill, ability and other elements which are established through job analysis.

New Class: 1-03-73

Revise Code, Title: 8-16-74

Revise MQ: 7-2-90