

JOB TITLE	LEVEL	GRADE	JOB. NO.
Facility Support Manager II	E-3	04	614

DEFINITION

This managerial work involves supervision over a variety of tasks. The work requires application of initiative and independent judgement. Employees are responsible for making decisions requiring knowledge of applicable functions, rules, and regulations of the institution; however, technical or policy problems are normally referred to supervisors for decisions or explanation. Work is reviewed by supervisor through a review of reports and general observation of daily operations for compliance with established procedures and practices.

EXAMPLES OF WORK PERFORMED

(Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed.)

- ◆ Oversees booking, implementation of safety requirements, evaluation of event functions, and determines the appropriate setup and cleanup details needed during and after the event.
- ◆ Responsible for setting up appropriate equipment, technical assistance, and services needed during the event.
- ◆ Coordinates with custodial and security staff to assign personnel for the event.
- ◆ Maintains appropriate records for the Cherokee facility.
- ◆ Assists with preparation of purchase order requests.
- ◆ Responsible for creating an event schedule and entering data for monthly and yearly reports.
- ◆ Responsible for collecting and processing payments for all fees including rental, equipment, setup, security, tear down, and cleaning.
- ◆ Maintains responsibility for monies received and disbursed; receipts all sales; makes charge vouchers and prepares deposits for business office.
- ◆ Provides facility access for prospective rental clients.
- ◆ Prepares reporting data and maintains oversight for storage space in the facility following all fire code policies and guidelines.
- ◆ Handles reception duties and composes routine correspondence.
- ◆ Maintains files, forms, and other materials relating to the assigned service area; completes inventory of supplies and equipment.
- ◆ Covers for the front office assisting students with admissions, registration, general advisement, and payments as directed during lunch breaks, vacations, busy enrollment periods each semester, or when not performing facility duties.
- ◆ Provides superior customer service to all internal and external clients.
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs other related work as assigned by supervisor.
- ◆ Performs other related work as assigned.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Effective oral and written communication skills.
- ◆ Ability to make minor decisions in accordance with regulations and apply them to work problems.
- ◆ Ability to coordinate assigned activities.
- ◆ Ability to help plan and supervise the work of subordinates.
- ◆ Ability to understand and carry out moderately complex oral and written instructions.
- ◆ Knowledge of word processing and spreadsheet software (*Computer Level II Exam*).
- ◆ Working knowledge of office procedures; general office procedures, GSCC procedures, composition, machine transcription, and records management (*Office Procedures Level II Exam*).
- ◆ Ability to keyboard at a minimum of *40 correct (net) words per minute for 3 minutes*.
- ◆ Ability to establish and maintain effective working relationships with other employees and the public.
- ◆ Ability to maintain confidentiality of information.

QUALIFICATIONS

Education:	Two (2) years of postsecondary education with a minimum of 15 semester hours in business or office-related coursework.
Experience:	Six (6) years of experience in a related area <i>with 3 years of experience as Facility Support Manager I required.</i>
Personal Qualities:	Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic.