

Job Description
COMMUNITY PROGRAMS
SUPERVISOR

Reports to:	Director, Community Programs	Employment Group / Salary Range:	Classified Supervisor Supervisory 1
Dept:	Community Programs	Date Approved:	12/13/2022
FLSA:	Exempt	Date Revised:	

GENERAL PURPOSE

Under direction, plans, schedules, assigns, supervises and participates in the work of staff engaged in the community programs department and facilities rental program including community offerings; the conference center, aquatics and fitness center, and other non- classroom facilities and public spaces; liaises with community groups, school districts and community organizations to market facilities, negotiate rental agreements, and oversee or ensure oversight of day of events; coordinates with other departments regarding scheduling, staffing, setup and cleanup; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Community Programs Supervisor is distinguished from the Program Coordinator in that an incumbent in the former class has full supervisory responsibilities and oversees the more complex programs, rentals, and events.

DIVERSITY STATEMENT

College of Marin strives to embrace diversity in all forms: it strives to be an inclusive community that fosters an open, enlightened and productive environment and demonstrates sensitivity to and respect for a diverse population.

ESSENTIAL DUTIES & 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.

- Plans, schedules, assigns, supervises, and participates in the facilities rental and community offerings programs; interprets and communicates District policies to staff and ensures compliance with applicable federal, state and District safety regulations; contributes to the development of and monitors performance against the annual department budget; approves purchases and other expenditures in accordance with District policies and procedures.
- Performs full supervisory activities, subject to management concurrence and in accordance with District policies, procedures, collective bargaining agreements and employee handbooks; interviews and participates in selection of new staff; establishes performance requirements, regularly monitors and evaluates performance; responds to grievances; with management concurrence, implements coaching or the progressive discipline process to address performance deficiencies; performs other activities relevant to supervision of assigned staff.
- Plans and supervises facility rentals for all facilities and public spaces for both campuses; develops and implements a marketing plan to promote rentals of college facilities to external and internal communities; provides consultation and tours to individuals and organizations interested in contracting for the use of college facilities.
- Determines facility rental requirements and fees; prepares rental agreements and invoices for the use of the facilities; verifies receipt of appropriate certificates of insurance and other risk management

documents; ensures rental agreements and contracts with third parties do not violate any contractual agreements, District regulations, guidelines and board policies and procedures.

- Coordinates with other District departments to assess impact of rentals and events on campus operations and programs; coordinates the necessary staffing and work orders for rental events; notifies campus police and other departments based on event requirements; resolves facility use conflicts and ensures facilities, fields and public spaces are utilized and maintained according to District rules, practices and facility rental agreements.
- Coordinates logistics of large rental events including liaison work with other campus departments and facilities, event participants and vendors; provides effective communication with District departments to facilitate day, evening and weekend activities; responds to and answers questions regarding facility rental policies and procedures and resolves issues and complaints.
- Ensures the Facilities Rental web page and scheduling software is up to date and effective.
- Conducts studies and complex data analyses to evaluate the effectiveness of current programs; makes recommendations on program enhancements and areas of service;
- Assists the Director with the development of revenue-generating programs, rate sheets and facilities rental program policies and procedures.
- Fosters an environment that embraces equity-minded practices, integrity, trust, and respect. Support, implement and promote compliance with the District's Diversity and Equal Employment Opportunity Plan in all aspects of employment and education; increase cultural and ethnic diversity in staffing, programs and services.
- Participates in the creation and implementation of board policies and procedures related to all rental programs.

OTHER DUTIES

- Coordinates with property management firm to ensure proper rent collection, maintenance and operations of District-owned commercial and residential buildings.
- May assist with District risk management activities such as reviewing contracts and contractors' certificates of insurance for compliance with District requirements and with renewals of property and liability insurance.
- Represents the District and/or department on a variety of internal and external committees.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

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

- Graduation from a four-year college or university with a bachelor's degree in an appropriate discipline and job-related experience in facilities management or administration; **or**
- An equivalent combination of education and training such as two years of college-level coursework from an accredited institution in a related field and two years of experience working in higher education, with one year at the supervisory level; **or**
- An equivalent combination of training and experience.

Licenses, Certificates and Other Requirements:

- A demonstrated commitment to equity-minded practices in support of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of community college students, college staff, and community members.

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, practices, concepts and techniques used in customer service, public relations and community outreach applicable to a facilities rental program.
- Methods, techniques and terminology applicable to event planning and coordination.
- District rules, regulations and requirements related to usage of each type of facility on each campus.
- District practices and procedures for budgeting, purchasing and maintaining public records.
- Applicable federal, state and local laws, rules and regulations including OSHA rules and regulations.
- District practices and procedures for budgeting, purchasing and maintaining public records.
- Safety policies and safe work practices applicable to the work being performed.
- Board Policies, Administrative Procedures, Human Resources procedures and collective bargaining agreements.
- Principles and practices of Equal Employment Opportunity in hiring, retention, performance and advancement.
- Principles, practices and techniques of effective supervision including advising and training.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Skills and Abilities to:

- Plan, schedule, assign, supervise and evaluate the work of facilities rental and other assigned programs
- Apply established practices and methods in planning and coordinating logistical arrangements for a wide variety of program and event types.
- Communicate information accurately and effectively; comprehend requests for information or assistance; maintain a courteous and tactful manner when under pressure from internal and external customers.
- Understand and be sensitive and respectful to for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
- Perform all the duties of the position effectively and efficiently with minimal supervision.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Organize and direct the activities and operations of the program, set priorities and exercise sound, independent judgment within areas of responsibility.
- Provide support to the administrator in assuring compliance with program financial, legal and administrative requirements.
- Meet schedules and timelines.
- Understand, interpret, explain and apply applicable rules, regulations, policies and procedures, laws, codes and ordinances.
- Prepare clear, concise and comprehensive correspondence, records, reports, studies and other written materials.
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.

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- Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
 - Communicate effectively, both orally and in writing.
 - Understand and follow written and oral instructions.
 - Operate a computer and use standard business software.
 - Establish and maintain cooperative and effective working relationships with others.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 25 pounds. 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, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines.

WORKING 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 qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee occasionally works outdoors exposed to weather conditions.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

CONDITIONS OF EMPLOYMENT

Prior to employment, the selected candidate will be required to complete the following:

1. In accordance with Federal Law all employees must provide proof of eligibility to work in the United States.
2. Criminal Justice/Fingerprint Clearance.
3. COVID-19 Vaccination Status: All employees new to the District who access campuses or other District facilities, and/or participate in off-site work in-person for the District, must be fully vaccinated against COVID-19, prior to employment unless approved as exempt due to verified medical or religious reasons (as defined in federal or state laws and regulations).
4. California Education Code, Section 87408.6 requires persons employed by a community college in an academic or classified position to submit to a TB risk assessment developed by CDPH and CTCA and, if

risk factors are present, an examination to determine that he or she is free of infectious TB; initially upon hire and every four years thereafter.

5. Certificated candidates who have not previously been employed in an academic position in California will be required to provide a medical certificate from a licensed physician showing that the candidate is free from any communicable disease unfitting the candidate to instruct or associate with students. The medical exam shall have been conducted not more than six months before submission of the certificate and shall be at the expense of the candidate. (Ed. Code Section 87408)
6. **DISASTER SERVICE WORKERS:** All Marin Community College District (MCCD) employees are designated Disaster Service Workers through state and local law ([California Government Code Section 3100-3109](#)). Employment with the MCCD requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency. For more information, please see the [MCCD Emergency Operations Plan](#).
7. Candidates applying for positions with the Marin Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.

CLASSIFICATION CATEGORY

The Community Programs Supervisor is a non-represented, Classified Supervisory position, in compliance with all applicable sections of the California Education Code and related statutes.