

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FACILITIES/TRANSPORTATION SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of Purchasing/Contracts, provide administrative support and arrange for Yuba College facilities use by faculty, staff and students, and off campus organizations as well as other community groups. Arrange transportation requests for all District employees, including all athletic travel and all student field trips and excursions. Provide coordination of diverse functions into a cohesive program or service.

REPRESENTATIVE DUTIES:

Process, coordinate, and arrange for Yuba College facilities use by faculty, staff, students, and off campus organizations as well as other community groups.

Arrange reservations for ground transportation, specifically rental vehicles, for all District employees.

Process, coordinate, and arrange transportation requests for all District employees, including all athletic travel and all student field trips and excursions. Transportation requests include rental of charter buses, various types of vehicle rentals, airfare, and accommodations for overnight trip/excursions, arrange for necessary tickets/admissions to events/venues associated with field trips and excursions, and arrange for delivery and pickup of rented vehicles for use by District employees.

Ensure that all District faculty and staff and outside agencies and community groups using Yuba College facilities adhere to District rules and regulations and submit appropriate documentation.

Coordinate services for all Yuba College facilities use requested by faculty, staff, students, and outside agencies and other community groups. Services include campus police, maintenance and custodial services, grounds, theatre technician services, media services, etc. to insure proper coverage of an event.

Invoice and insure that payment is received from outside agencies and community groups for labor charges involving campus police, maintenance, custodial services, grounds, theatre technician services, media services as well as any other services involved.

Ensure that all appropriate paperwork including field trip/excursion waiver statements and medical authorizations are received and on file before field trips/excursions take place.

Process and prepare purchase requisitions and related documents and review invoices and forward for payment all transportation expenses involved during athletic travel and student field trip/excursions.

Research and reconcile credit card statements and obtain appropriate documentation for all District travel including, athletic trips, airfare, and wireless phones used by District employees.

Maintain accounting ledgers and payment of invoices to charter bus companies and vehicle rental companies for transportation provided during District travel.

Ensure that a District employee drives all transportation, and a copy of employee's driver's license is on file, along with evidence of auto insurance and that appropriate background check has been completed. Ensure that certificates of insurance for use of Yuba College facilities meet the terms and conditions required by the District.

Organize office systems; contribute to the development of office policies and procedures.

Operate a computer and information systems related to assigned program for input and retrieval of information. (E)

Type, edit and format a variety of documents; compose correspondence from general instructions. (E)

Sort and distribute mail; answer telephones; screen and route calls and visitors; provide information to staff, students and the public regarding programs and functions of assigned office. (E)

Perform related duties as assigned.

KNOWLEDGE OF:

Interpersonal skills using tact, patience and courtesy

Oral and written communication skills

Electronic data processing techniques and capabilities

Basic accounting principles and purchasing procedures

Principles and practices of purchasing supplies, equipment and material

Modern office practices, procedures and equipment and record keeping techniques

ABILITY TO:

Learn principles and practices of effective facilities use and transportation use

Learn terms and conditions of certificates of insurance for facilities use

Learn District organization, policies, procedures, and regulations regarding facility and transportation use

Apply applicable sections of the State Education Code and other Federal, State, County and District laws, policies, rules and regulations

Recognize problems and develop alternative solutions

Work independently and effectively with little direction; including prioritizing, planning, and organizing

Multitask

Work cooperatively and effectively with the public, students, faculty and staff

Communicate effectively both orally and in writing

Meet schedules and timelines

Apply district policies, procedures and regulations

Read, interpret, apply and explain rules, regulations, policies and procedures

Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the community college students

Prepare clear and concise correspondence, and bid information

Understand and apply purchasing rules, policies and laws

Apply bookkeeping and financial record-keeping principles to the maintenance of fiscal and accounting records

Make arithmetic computations with speed and accuracy

Operate standard office machines such as typewriter, calculators, computer terminals and personal computers

Prepare data processing input of documents rapidly and accurately

Maintain a variety of records and prepare reports

EDUCATION AND EXPERIENCE:

Any combination equivalent to: an Associates degree in business administration or related field and two years of experience.

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Hearing and speaking to exchange information
Seeing to read a variety of materials
Dexterity of hands and fingers to operate a computer keyboard
Sitting and standing for extended periods of time
Lifting light objects