

**Job Description/Title:** Unit Office Manager, Facilities  
**Approved, Bargaining Unit President:** Reclassification Committee 4/14/15  
**Approved, MPC Associate Dean, Human Resources:** 4/14/15  
**Board Approved:** 6/24/15

## MONTEREY PENINSULA COLLEGE

### UNIT OFFICE MANAGER, FACILITIES

#### **Job Summary**

Under general direction, perform a wide variety of complex and responsible support and technical activities related to the responsibilities of Facilities. Receive minimal supervision and make routine decisions within a broad framework of standard policies and procedures. Coordinate the office's activities, perform office management duties; exercise good judgment and problem solving skills in the application and execution of the decisions and procedures; explain facilities and campus usage policies, procedures, standards and requirements; establish and maintain good public relations with staff, students, and the community at large.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Essential Functions may include, but are not limited to the following:

1. Provide complex and routine office, technical, and administrative detail work which may include but is not limited to: production of reports and documents, including statistical reports, flyers, mailing lists, posters, manuals, letters, memos, minutes, and other items using a variety of computer software.
2. Initiate projects as needed; process administrative detail not requiring the immediate attention of the supervisor. Monitor and review a variety of data for completion and conformance with established regulations and procedures.
3. Serve as a source of information regarding the policies and procedures of Monterey Peninsula College and the Facilities Unit and how they are applied.
4. Serve as liaison with administrative offices, on and off campus organizations, and students.
5. Serve as a point of contact for Facilities, answering questions, and providing information on policies and procedures and how they are applied to District personnel, public, contractors and vendors.
6. Communicate and dispatch requests requiring immediate attention to appropriate facilities personnel.
7. Serve as District contact for individuals or organization wishing to use campus facilities; coordinate use of facilities with other departments including Audio Visual, Security and Parking.
8. Coordinate the scheduling of the facilities room which may include but is not limited to: scheduling use of Facilities Building rooms (Drafting, Staff, and Conference, etc.) and calendar of events.
9. Assist in the development and maintenance of Facilities budgets, including but not limited to instructional supplies, equipment repair, purchasing, reconcile invoices for payment, maintenance agreements, student help, and classified employees; provide budget management assistance. Manage office budget.
10. Operate standard and specialized office equipment.

11. Assist in maintaining an inventory of supplies and order as necessary.
12. Set up and maintain electronic and hardcopy files of documents.
13. Coordinate preparation and hosting of workshops and meetings.
14. Facilitate print shop service to Facilities.

#### **Other Duties**

1. Perform other related duties, as assigned.
2. Participate on committees as assigned.

#### **EMPLOYMENT STANDARDS**

##### **Education and Experience**

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed herein. For example: completion of approximately two years of college level course work, or the equivalent, in office administration or a related field, and three years of administrative experience providing advanced knowledge and skills in current and efficient office procedures and techniques.

##### **Knowledge**

Knowledge of: general functions, policies, rules and regulations of a complex organization such as a community college; budget processes, current office methods and practices including filing systems, receptionist and telephone techniques; a variety of word processing, spreadsheet and database programs as needed to fulfill the requirements of the job.

##### **Abilities**

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; accurately and efficiently use a variety of word processing, spreadsheet and database programs to create and produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; use appropriate and correct English spelling, grammar, and punctuation; perform mathematical calculations with speed and accuracy; learn and successfully apply current and new office policies and procedures; analyze situations and make decisions on procedural matters without immediate supervision; communicate effectively in both oral and written form; efficiently use a variety of office equipment as needed to fulfill the needs of the job; maintain security and confidentiality of records and information; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

##### **PHYSICAL EFFORT/WORK ENVIRONMENT**

Light to moderate physical effort; occasional standing and walking; periodic handling of lightweight parcels of up to 15 pounds. Indoor work environment.