

CLASSIFIED POSITION REQUEST

November 2011

Position Title: Unit Office Manager – Classified, Range 18

Dept/Program: Facilities

Submitted by: Steve Ma

PT/FTE: Full Time,

New or Replacement: Reinstatement of position (vacant since July 2009).

Salary/Benefit Costs: \$47,600 (salary plus rollup) plus \$20,568 H&W.

Funding Source: General Fund

Are there Salary Savings: Based on the current reorganization plan approved by the Board (10/25/2011), savings from the reduction in force is approximately \$229,000 (salary + rollup + H&W).

Description of duties: This position handles a variety of general office assistance, secretarial, clerical and related support for the Maintenance, Grounds, Shipping & Receiving, and Custodial operations within the Facilities Department. Job responsibilities include, but not limited to creation of purchase requisitions, work schedules for the Maintenance, Grounds, and Custodial staff, scheduling and coordination of various safety trainings, monitoring various operating budgets. Assist with prioritization of various tasks and demands from district's campuses. Good verbal, written and organizational skills are essential to this position.

Special Considerations: None

Does Position act as an entry point for the college? Should it be bilingual?
This position is often the first in person contact with contractors, inspectors and/or service or trade personnel for the college. This position does not typically interact in person with the general public, thus bilingual skills are not considered essential.

What would happen if this position weren't approved?
This position is a critical piece to the successful reorganization of the Facilities Department.