



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

CLASSIFICATION DESCRIPTION

TITLE:	Events and Operations Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Operations	CLASSIFICATION:	Classified
OCCUPATIONAL GROUP:	Professional Non-Faculty	BARGAINING UNIT/ SALARY SCHEDULE:	Administrators Association
FLSA:	Non-Exempt	SALARY RANGE:	S-G

BASIC FUNCTION:

Under general direction of an assigned administrator, plans, organizes and manages the scheduling of college facilities for external and internal groups, coordinate the auxiliary services contracts, and coordinate the use of facilities and related staff for civic center, college events, activities, and services.

REPRESENTATIVE DUTIES:

(Incumbents may perform any combination of the functions shown below. This classification description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

ESSENTIAL FUNCTIONS:

1. Oversees scheduling, programming, and operational execution of events.
2. Develops partnerships and revenue-generating opportunities ensuring compliance with District policies, risk management standards, and applicable regulations.
3. Provides direct supervision to classified staff, student workers, and provisional event personnel.
4. Coordinate logistics, in collaboration with applicable college departments, including room setup, audiovisual needs, security, parking, and custodial services.
5. Serve as on-site event manger to ensure smooth executive and resolve issues in real time.
6. Administer civic center facility use program in accordance with Education Code and District policies.
7. Manage the assessment, invoicing, collection, and reconciliation of Civic Center facility use fees in accordance with District policies and approved fee schedules.
8. Serve as point of contact for external organizations, provide tours, consultations and scheduling support.
9. Develop and manage facility use agreements, permits and fee structures.

10. Manage and ensure contract and insurance, liability and safety compliance for requests for and use of college facilities.
11. Establish software protocols, manage workflow pathways, and resolve complex scheduling conflicts for high-demand venues.
12. Enforce event compliance with Education Code, Fire Marshal, risk management, and liability policies.
13. Analyze event feedback tools to independently recommend data-driven updates to policies and procedures.
14. Administer the Civic Center program as the definitive point of contact for policy interpretation.
15. Supervise on-site operations, direct personnel, and ensure facilities are safely maintained throughout event production.
16. Evaluate event metrics and analyze facility utilization data to guide space optimization and revenue forecasting.
17. Oversee and maintain budget for Civic Center; track revenues and expenditures; review and provide input for budget preparation.
18. Ensure accessibility and ADA compliance for events.

SECONDARY FUNCTIONS:

19. Submit work orders for repairs to Facilities, Maintenance and Operations, as needed.
20. Collaborate with Risk Management, Purchasing and other departments as needed.
21. Collaborate with Marketing to promote events and facility availability.
22. Develop outreach strategies to increase community awareness and participation.
23. Maintain events calendar using established College protocols.
24. Demonstrate cultural humility, sensitivity, and equity-mindedness in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in assignment-related outcomes.
25. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

ADA regulations and accessibility standards applied to public events and assembly spaces.

California Education Code regulations regarding the Civic Center Act.

Revenue tracking, expense reconciliation, and purchasing guidelines in a public institution.

Principles and practices of contract management.

Principles of event planning and coordination.

Civic Center regulations and public facility use policies.

Marketing and community outreach strategies.

District and College specific organization, operations, policies and objectives.

Laws, policies, rules, regulations, and procedures related to the major functions of the District.

Organization and management of records.

Principles of budget development and maintenance.

Logistics, rules, regulations and policies, and services used in connection with and support of facility preparation, maintenance, cleaning, grounds, traffic, hospitality services and security.

Principles of supervising, training, and directing classified, temporary, and student personnel.

ABILITY TO:

Plan, organize, and direct the activities of a variety of event venues and college facilities.

Operate office equipment, including computers and supporting word processing, spreadsheet, email, and database applications, including specialized software.

Supervise, assign, review, and evaluate the work of permanent, temporary, and student staff.

Interpret and enforce District policies, Education Code, and safety regulations for all facility users.

Coordinate operations across diverse units, including Facilities, IT/AV, Public Safety, and Risk Management.

Serve as on-site authority to independently resolve operational, technical, or logistics issues as they arise.

Monitor an assigned budget, reconcile expenditures against revenue, and support fiscal planning.

Work a non-traditional schedule, including frequent evenings and weekends, to support event schedules.

Compose correspondence and memoranda.

Schedule, coordinate and facilitate meetings.

Prepare, analyze, and interpret financial statements and other fiscal information to maintain budgets.

Understand and carry out oral and written directions.

Communicate clearly and concisely both orally and in writing.

Establish and maintain effective and collaborative working relationships with those contacted in the course of assignment.

Exercise initiative and independence in judgement and action.

Provide training and guidance to assigned staff.

Work directly with people from diverse racial, ethnic, and socioeconomic backgrounds.

Cultivate and develop inclusive and equitable working relationships with students, faculty, staff, and community members.

Understand cultural differences.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Bachelor's degree in event management, public administration, business administration, hospitality, or a related field; and

Three (3) to five (5) years of progressively responsible experience in event coordination, venue management, or community programming, preferably in an educational or public sector environment; or

An equivalent combination of education and experience

WORKING CONDITIONS:

Subject to reasonable accommodation review.

Work is performed in an office and campus environment with frequent event-site responsibilities

Requires evening and weekend hours based on event schedules

May require standing, walking, and light lifting during event setup and execution

Job Code:

Issued: 08/2026

Revised:

JK