Contra Costa County
Public Works
Department

Julia R. Bueren, Director
Deputy Directors
Brian M. Balbas
Stephen Kowalewski
Stephen Silveira
Joe Yee

MONTARABAY COMMUNITY CENTER
FACILITIES COORDINATOR

POSITION: Contra Costa County Special Districts Section is seeking a Facilities Coordinator for the MonTaraBay Community Center in the unincorporated San Pablo area. The person, firm, or organization in this non-benefited position will contract with the Contra Costa County Public Works Department (County) on a part-time basis and will work under the direction of County staff. The ideal candidate will have knowledge and related experience in facility rental coordination, facility maintenance and recreational services.

ESSENTIAL JOB FUNCTIONS / DUTIES: During the term of this Contract the Contractor shall provide the following services in County Service Area M-17 (MonTaraBay Community Center):

- Regular mandatory office hours at MonTaraBay Community Center each Monday from 1 pm to 5pm, excluding recognized holidays;
- Proof of auto insurance;
- Show the facility to the Public and provide excellent customer service for facility rentals;
- Excellent written and verbal skills. Ability to also communicate in Spanish is desirable.
- Open and close the MonTaraBay Community Center for all scheduled rentals, classes, and/or activities;
- Secure and lock the facility and set the alarm after each scheduled rental, class and/or activity;
- Provide janitorial duties assuring that the Center is clean, tidy and presentable after each event and throughout each week;
- Provide "on-call" response to alarm system;
- Immediately notify Contra Costa County Public Works Department of any unsafe or dangerous conditions at the facility and/or grounds;
- Contact the appropriate emergency resources in case of emergency and submit appropriate forms to Contra Costa County Public Works Department within 24 hours of the occurrence;
- Distribute and collect recreation equipment (i.e. bags or bases) after each ball field rental, as needed;
- Knowledge of light accounting, including fee collection, bank deposits and weekly reports, is required;
- Ability to gain expert knowledge of the Center's Rules and Regulations / Rental Fees and confidently communicate them to the Public;
- Excellent communication skills;
- Perform all clerical functions, such as coordination of all activities scheduling, preparation of Demand forms, Deposit Permits and execution of rental agreements;
- Perform other duties as required by Contra Costa County Public Works Department.

TO APPLY: Send a letter of interest and resume to:
Contra Costa County Public Works Department
Attention: Victoria Skerritt
255 Glacier Drive, Martinez CA 94553, or e-mail vsker@pw.cccounty.us

DEADLINE: Open until filled.

VS:tr
G:\SpDist\CSA M-17\MonTaraBay\Admin\Rec. Coord Announcement 2014