

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ASSISTANT DIRECTOR OF AUXILIARY SERVICES

BASIC FUNCTION:

Under the direction of an area administrator, provide effective coordination of facilities/scheduling services and event ticketing services for the Performing Arts Center, Student Activities Center conference rooms, gymnasium, ASB activities, and non-instructional campus facilities; assist and provide support to the director with the overall management of Auxiliary Services programs; train, assign work, supervise, and evaluate assigned classified staff and student workers.

REPRESENTATIVE DUTIES:

Assist the director in the development and coordination of all event ticketing functions; monitor and maintain master file database, prepare, generate, and maintain a variety of reports, records, logs, and mailing lists; provide for proper accounting of receipts, individual ticket sales, subscription sales, package sales, group sales, and donations; following established procedures. *E*

Manage Ticket Information Center, VVC Children's Free Theatre, and other group attendance activities; maintain computerized sales software program. *E*

Assist the director with the coordination, planning, and managing of scheduling of non-instructional facility usage of Student Activities Center conference room, gymnasium, Performing Arts Center, athletic fields, and campus facility/classrooms; assure proper billing, invoicing, payments, and collections are made for all contracted facility use. *E*

Negotiate and prepare contracts for director's approval between the district and licensee; assure proper licensing and insurance requirements are met. *E*

Coordinate the process for disbursement of Auxiliary Services and checks for contracted or scheduled shows and events. *E*

Assist the director in monitoring budget and expenditures; maintain account balances, variety of confidential records, and files; prepare reports, correspondence and other written materials; maintain and order office supplies. *E*

Coordinate communications and auxiliary services activities with district staff and the general public; participate on various committees. *E*

Participate in the hiring, supervision, evaluation, and training of assigned staff and student workers. *E*

Perform related duties.

Assistant Director Auxiliary Services-Continued

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Policies, rules, regulations, procedures, and operations of Auxiliary Services programs and services.
Applicable state and federal laws, codes, rules and regulations affecting auxiliary services.
District operations, policies, and regulations.
Automated ticket systems, including but not limited to, Pass v.1, Wintix or TixSales.
Ticket sales box office operations and management.
Automated office equipment including a personal computer, and advanced operating procedures of word processing and spreadsheet software applications.
Principles and practices of training and supervision.
Budget preparation, monitoring and control methods.
Modern office practices, procedures, and equipment.
Financial and statistical record-keeping techniques.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Basic CPR and district emergency procedures.

ABILITY TO:

Provide effective coordination of all ticketing services for campus events.
Organize and coordinate meetings and conferences for all internal and external facility use.
Plan, schedule and perform a wide variety of duties in support of department programs and services.
Interpret, apply and explain rules, regulations, policies and procedures.
Operate a personal computer to enter data, maintain records, print tickets and generate reports.
Operated a variety of modern office equipment.
Maintain a variety of complex files and records.
Assemble data and prepare clear and concise reports.
Establish priorities, initiate and complete work projects.
Work independently and as a team player.
Communicate effectively both orally and in writing.
Assist with budget development and control.
Work confidentially with discretion.
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural and ethnic and disability backgrounds.

EDUCATION AND EXPERIENCE:

Assistant Director Auxiliary Services-Continued

Any combination equivalent to: associate's degree in business or related field and four years of increasingly responsible experience in event coordination and/or retail.

WORKING CONDITIONS:

Office environment and Performing Art Center environment; variable evening and weekend hours. Incumbent may be exposed to abusive individuals.

Position requires sitting and viewing a computer monitor for extended periods of time, hand and digit dexterity to operate a typewriter and computer keyboard, reaching, bending at the waist, and hearing and speaking to communicate and provide information to others.