

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT	
Manager, Agricultural Pavilion	Management Team Supervisory	Range: 8.0	Days: 226

JOB DESCRIPTION:

Under direction, responsible for the day-to-day administration and operation of the Dutton Agricultural Pavilion; coordinates events; develops and monitors Pavilion budget; establishes and maintains records; trains, directs and evaluates staff; insures Pavilion readiness for instructional activities; and does related work as required.

SCOPE:

The Manager, Agricultural Pavilion provides direct management, scheduling, and supervision of all Pavilion activities, including use by outside organizations.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Supervises and manages all pavilion staff and outside contractors engaged in the maintenance and use of the facility.
2. Supervises, schedules and coordinates the set up and use of the Pavilion for District and community events.
3. Oversees and assists with the maintenance and routine repairs of the Pavilion.
4. Hires and supervises student employees and interns.
5. Requisitions, orders, receives and maintains supplies and equipment.
6. Develops and monitors budget for the Pavilion.
7. Oversees maintenance and repair of equipment (i.e. wine presses, pumps, culinary equipment).
8. Establishes and maintains a safety program.
9. Maintains event calendar, Pavilion records, and prepares reports utilizing appropriate computer programs.
10. Participates on appropriate District-wide committees.
11. Develops specifications and coordinates and supervises contracted services (i.e. custodial services, garbage removal).

MANAGER, AGRICULTURAL PAVILION

12. Works with District managers, such as the Manager of Building and Equipment Maintenance, in dealing with projects that require additional help and technical assistance.
13. Coordinates and expedites the distribution and control of equipment from the warehouse to work areas; maintains an inventory of supplies and materials needed for the continuous operation of the Pavilion.
14. Works cooperatively with the Community Education office and the Agriculture/Natural Resource Department in the scheduling and use of the Pavilion.

KNOWLEDGE OF:

1. Procedures, methods, materials, supplies and equipment routinely used in the day-to-day operation and maintenance of the Pavilion.
2. Techniques of supervision.
3. State and federal safety, environmental and hazardous waste codes and regulations.
4. Current industry safety standards.
5. General budget procedures and modern program management principles, practices and methods.

ABILITY TO:

1. Supervise staff, student employees, short-term, non-continuing employees and volunteers.
2. Make minor repairs and provide routine equipment service within the physical plant.
3. Estimate types and quantities of materials needed.
4. Keep records and prepare reports.
5. Follow oral and written directions.
6. Work cooperatively with others.
7. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Graduation from high school or the equivalent.

MANAGER, AGRICULTURAL PAVILION

Experience:

Extensive experience in facility management and maintenance, including experience in a supervisory capacity.

SUPERVISION RECEIVED:

The Manager, Agricultural Pavilion reports to the Manager, Shone Farm.

SUPERVISION EXERCISED:

The Manager, Agricultural Pavilion supervises all Pavilion staff, including classified staff, students, STNC's, volunteers and contract workers.

Board Approved: May 8, 2007