



Contra Costa County Public Works Department

Brian M. Balbas, Interim Director

Deputy Directors
Mike Carlson
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LEFTY GOMEZ COMMUNITY CENTER AND RODEO SENIOR CENTER FACILITY COORDINATOR

POSITION: Contra Costa County Public Works Department, Special Districts Section, is seeking a Facility Coordinator for the Lefty Gomez Community Center and Rodeo Senior Center in the unincorporated Rodeo and San Pablo area. This is contract work with Contra Costa County Public Works Department (County) on a part-time basis. Contractor will work independently following County policies. The ideal candidate will have knowledge and related experience in facility rental coordination, facility maintenance and recreational services.

ESSENTIAL JOB FUNCTIONS / DUTIES: The Contractor shall provide the following services:

- Available for regular office hours at Lefty Gomez Community Center Tuesday and Thursday from 3:30pm to 6:30pm or 4:30pm to 7:30pm excluding recognized holidays;
- Show the facilities to the public and provide excellent customer service for facility rentals;
- Perform all clerical functions, such as coordination of all activities scheduling, preparation and submittal of accounting forms, execution of the rental agreement process and enter data onto desk and Google calendar;
- Provide janitorial duties, assuring that the facilities are clean, tidy and presentable after each event and throughout each week;
- Provide "on-call" response to alarm systems at Lefty Gomez (Rodeo) and MonTaraBay Community Centers (San Pablo);
- Open and close the Lefty Gomez Community Center and Rodeo Senior Center for all scheduled rentals, meetings, classes, and/or activities;
- Substitute for the MonTaraBay Community Center Facility Coordinator in case of his or her absence when needed.
- Secure and lock the facility and set the alarm after each scheduled rental, class and/or activity;
- Immediately notify designated Public Works Department staff of any unsafe or dangerous conditions at the facility and/or grounds;
- Work with County staff to find substitute staffing in case of absence or planned vacation.

REQUIREMENTS:

- Access to personal vehicle, proof of auto insurance, current CA driver's license and registration;
- Experience with light accounting, including fee collection, handling cash and checks, bank deposits and facility management experience, are required;
- Ability to adhere to County's established protocol of timely submission of required materials and gain expert knowledge of the Facility Rules and Regulations / Rental Fees and confidently communicate them to the public;
- Excellent communication skills, both written and verbally.

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

DEADLINE: Open until filled.

VS:

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