





Functions:
 Supervise Bookstore in the absence of the Bookstore Manager.
 Recruit, hire and train store hourly employees.
 Supervise 8 classified staff, review and appraise performance.
 Use computer system to order textbooks.
 Contact faculty regarding textbook orders, and resolve problems, i.e.: copyright permission, old editions, out-of-stocks, etc.
 Assist Manager to determine and approve all buying decisions.
 Oversee daily cash and sales.
 Promote buyback to maximize used books.
 Generate financial work sheets.
 Open and close store as needed.
 Maintain schedule and payroll for hourly employees according to Barnes and Noble policies.
 Assist in year end inventory.

Committee Responsibilities:
 Student Services Review Committee.
 Cashiering Appeals Committee.
 District Executive Council Committee.
 Supervisory and Confidential Meet and Confer Group.
 Commencement Committee.

Functions:
 Organize, coordinate & oversee the functions & activities of the Printing/Duplicating Dept. to assure timely & efficient printing/duplicating operations & service.
 Oversee all dept. integrated interface computer operations.
 Train, supervise & evaluate the performance of assigned staff; assign & review work & participate in the selection of new personnel as assigned.
 Develop & prepare work schedules; coordinate duties & assignments to assure effective operations.
 Approve the layout of computer graphics design material in the development of computerized electronic reprographics masters.
 Provide direction to staff in the maintenance of computer records & files related to electronic reprographics supplies & materials as required.
 Communicate with other district personnel & depts & various vendors as needed to coordinate activities, exchange information & facilitate computerized electronic reprographic operations.
 Provide technical expertise & respond to questions from various college depts & personnel & other colleges regarding computerized electronic reprographics services, computer operations & capabilities; attend seminars & maintain current knowledge of electronic reprographics methods & equipment.
 Prepare & submit dept related budget requests as needed; recommend & coordinate the purchase, repair or replacement of printing/duplicating equipment.
 Oversee the office supply storeroom; maintain adequate stock of paper, toner & other materials & supplies.
 Facilitate transmission of instructional materials via computer, fax/modem and/or e-mail.
 Coordinate all departmental computerized tracking systems, invoicing & account receivable functions.
 Oversee a high-speed cutter with microcomputer, direct linear measuring scale & digital measurement indicator.
 Oversee all high-volume computerized copiers network operations.
 Oversee digital color copiers with interface.
 Consult with faculty, administrators & staff concerning photography & computerized electronic reprographics; provide technical expertise & advice to assure printable results.
 Evaluate printing jobs & requests; determine appropriate size requirements, paper size, length of run, special requirements & time frames.
 Train & provide work direction to student assistants & other personnel as assigned.
 Communicate with vendors & color houses to order supplies & contract printing services.
 Operate & demonstrate the use of a variety of electronic reprographics bindery equipment.
 Perform related duties as assigned.

Vice President
Administrative Services

Director
Campus Facilities/
Operations

Campus Projects
Manager

Supervisor
Custodial

Supervisor
Grounds

Functions:
Campus Facilities Projects (information resource, coordination, liaison).
Facilities Planning & Construction (resource, coordination, liaison).
Recycling/AB1725 (develop & monitor).
New Furniture (coordination).
Signage (coordination).
Energy & Water Conservation Projects (develop & monitor).
Director of Facilities & Operations (resource & acting in their absence).
Custodial, Grounds, Operations (resource & coordination).
Route 125/Caltrans (liaison).
Maintenance (a liaison to District).
Public Safety (a liaison to District).

Committee Responsibilities:
Signage Committee (Chair)
Campus Maintenance Commission (Chair)
Facilities Committee
Safety Committee
Parking Committee

Functions:
Direct Custodial, Grounds & Operations supervisors & staff.
Direct Campus Project Manager, assist in the coordination of campus projects.
Prepare, analyze, and manage custodial, grounds, and operation budgets.
College liaison for District Maintenance Dept., assist in development & coordination of college maintenance & repairs.
College liaison for contractors, subcontractors and vendors.
Establish, prioritize, & implement college facility projects & improvements in conjunction with Director of Facilities, Planning Development & Maintenance.
Ensure college compliance with health & safety practices.
College liaison with district Risk Management department.
Assist in college master plan development & implementation.
Establish & implement operational policies & procedures.
College resource for ADA & OSHA compliance.

Committee Responsibilities:
Safety Committee
Facilities Committee
Student Gateway Committee
Commencement Committee

Functions:
Organize, coordinate & oversee custodial operations & activities to assure that assigned duties are performed in a timely & efficient manner.
Train, supervise & evaluate the performance of assigned staff; assign & review work & participate in the selection of new personnel as assigned; assure proper use of cleaning equipment & materials.
Develop & prepare work schedules; coordinate duties & assignments to assure effective operations.
Supervise & participate in the cleaning & care of rooms, restrooms, halls, floors, carpets, furniture, facilities & equipment including sweeping, mopping, scrubbing, polishing, dusting, waxing & disinfecting.
Coordinate, supervise and participate in custodial preparations & clean up for various educational, social & civic activities & special events; arrange for proper equipment, heating, ventilation & lighting.
Check heating & cooling systems for proper operations & make minor adjustments or notify appropriate maintenance personnel.
Inspect buildings & facilities; report or correct hazardous, unsightly or unsanitary conditions as appropriate.
Communicate with other district personnel & departments as needed to coordinate activities & facilitate custodial operations.
Make minor repairs on furniture, cleaning equipment, electric carts & other classroom & district facilities.
Prepare & submit budget requests as directed; recommend the purchase, repair or replacement of departmental equipment; order custodial supplies & materials as needed.
Prepare & maintain records, files, logs and reports related to personnel, inventory, supplies, work performed & hazardous materials.

Functions:
Supervise grounds maintenance operations & activities.
Develop & prepare work schedules, coordinate duties & assignments of Grounds Maintenance Workers & Senior Grounds Maintenance Workers to assure effective operations.
Oversee & participate in the daily maintenance operations & activities.
Inspect grounds & irrigation systems, checking for damage, vandalism, & proper pest & disease control.
Inspect & assure the proper maintenance of grounds maintenance tools & equipment.
Analyze & estimate materials & labor costs of grounds maintenance projects.
Assist in planning the landscaping of campus, the installation of irrigation systems, and the construction of concrete & paved areas.
Assist in the development of budget requirements of the grounds maintenance area.
Requisition tools & supplies.
Check condition of athletic fields & oversee grounds maintenance preparations for athletic events.
Enforce & comply with all safety regulations.

Vice President
Administrative Services

Supervisor
Business/Communications

College Cashier

Functions:
Supervise full & part time business communications services, personnel, oversee daily function of department, coordinate duties, assignments, training, vacation schedules, evaluate the performance of assigned staff, hire, train & terminate new part time staff.
Oversee department budget, coordiante any necessary purchases, repair or replacement of equipment & furniture.
Assist Dean of Administrative services with: Budget, budget preparation & posting of yearly campus-wide budget, approval of PR request.
Participate in the hiring of division staff.
Liaison with campus, Cuyamaca College personnel and general public regarding district policies, procedures, billings on rental of college facilities.
Provide technical expertise to campus personnel regarding budget inquires, all types of reimbursements, travel arrangements, liaison with vehicle rental companies, mail & telephone service, and any other related college services as requested.
Coordinate telephone & voice mail accounts.
Review mailings with mail processor and provide training as needed.
Liaison with district departments: payroll, personnel, accounting, purchasing, risk management, maintenance, etc.
Assist telephone operators on a daily basis.
Review, maintain & audit financial records for accuracy & compliance for the Grossmont College Foundation & Latino Association of Grossmont-Cuyamaca Colleges.

Committee Responsibilities:
Budget and Planning
Food Service Council
Commencement
40th Anniversary
College-Wide Staff Development
Classified Staff Development

Functions:
Student interaction with regards to fee collection & maintenance of student's records.
Organize, coordinate & administer cashiering functions of student registration on & off the college campus.
Maintain variety of financial records, logs, files and journals relating to fee collection.
Hire & terminate hourly personnel.
Supervise hourly & classified personnel in department.
Place required information in college schedules.
Process deposits for departments on campus.
Oversee collectin & deposit of parking meters and permit machines on a weekly basis.
Review & audit records, forms, etc., to assure accuracy & completeness.
Establish procedures to facilitate collection of fees & maintenance of data, records, etc.
Coordinate communication & activities with other college & district departments, governmental agencies, & other outside organizations
Coordiante with Information Systems in the development & modification of computer programs used.

Committee Responsibilities:
Parking Committee
Telephone Registration
Cashier Appeals Committee