

**PERSONS EMPLOYED IN TEMPORARY/HOURLY POSITIONS MAY NOT
WORK MORE THAN A TOTAL OF 160 DAYS PER FISCAL YEAR.**

**SERVICE/MAINTENANCE - #050
(Swap Meet Supervisor)**

*\$16.54/Hourly
(Salary Range H-6-3)

August 11, 2005
Coast Community Colleges
Open Until Filled
Continuous Opening

* Salary does not include 6% COLA
pending board approval.

This is an open announcement to fill a temporary, part-time, "on-call" position as needed. The hours of work and effective date of employment will be arranged with the supervisor. Fringe benefits are not applicable.

DEFINITION:

Under general supervision, to coordinate the staff and operations of the swap meet.

EXAMPLES OF DUTIES:

- a. Coordinate and oversee the basic operations of the swap meet.
- b. Enforce vendor policies and procedures.
- c. Direct staff in set-up and breakdown of equipment (i.e., chain barricades, wood barricades, tables, chair, canopies, etc.).
- d. Resolve space reservation conflicts.
- e. Communicate clearly with a variety of community members, staff, and patrons.
- f. Answer vendor and consumer questions related to the swap meet.
- g. Check in vendors; promote and sell future swap meet spaces.
- h. Maintain grounds; ensuring that parking lot, lawns, and related spaces are free of litter and dumpsters are collected and returned to maintenance yard.
- i. Ensure the return of equipment to appropriate storage areas.
- j. Set up and check out radios from Community Services Office.
- k. Monitor and observe swap meet compliance to contract agreements; note and correct violations.
- l. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Ability to:

1. Coordinate projects and staff
2. Communicate effectively in English, both verbally and in writing.
3. Deal effectively with others in a tactful, courteous manner
4. Learn software related to the swap meet programs.

Physical Demands and Working Conditions:

5. Incumbent must be able to meet and perform the physical demands required in this capacity.

APPLICATION PROCEDURES:

The completed application for this specific position must be submitted directly to the Coast Community College District, Office of Human Resources, 1370 Adams Avenue, Costa Mesa, CA 92626, Attention: Applicant Processing. Application forms may be obtained online at www.cccd.edu, or will be mailed upon request by calling (714) 438-4715. The District will consider only individuals who have submitted a complete application packet. Applications will be forwarded to the appropriate department for review and screening by the supervisor or appropriate administrator. Reasonable accommodations will be made for any physical or mental limitations of a handicapped person under provisions of the ADA.