

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JUNE 2026
RANGE: 40.5
CLASSIFIED
CODE: 4**

**FACILITIES AND EVENTS ASSISTANT
BELL TOWER PLAZA**

DEFINITION

Under general supervision, perform a wide variety of complex and responsible clerical duties in support of Bell Tower Plaza facilities operations; assist in the planning, coordination, and execution of meetings and events.

EXAMPLES OF DUTIES

Coordinate logistics and communications with staff, vendors, presenters, and clients;

provide primary front-office and onsite meeting and event support;

ensure adherence to established meeting and event guidelines and approved facility use standards;

serve as a point of contact for staff, vendors, presenters, and clients;

provide clerical support by assisting with operations in a dynamic, meeting- and event-driven environment, with responsibilities spanning both facility functions and the coordination of meetings and events at Bell Tower Plaza;

perform secretarial duties while also functioning as a meeting and event assistant;

assist in the planning, organization, and execution of meetings and events, coordinating with staff, vendors, presenters, and clients, and supporting real-time meeting and event operations;

possess strong organizational skills, attention to detail, customer service orientation, and the ability to manage multiple priorities in a fast-paced environment;

perform complex clerical duties, including preparing correspondence, reports, and maintaining files and records;

serve as the primary front-office contact, providing information and assistance to staff, vendors, presenters, and clients;

assist in the planning, organizing, and coordination of meetings, conferences, and special events under the direction of management;

provide support for vendor logistics and communications as directed;

assist in implementing meeting and event layouts, room configurations, as directed;

support meeting and event logistics, including registration, attendee tracking, and documentation;

review daily meeting and event schedules and timelines; support tracking of milestones and deadlines;

communicate schedule updates, room changes, and event-related information to appropriate parties;

support meeting and event check-in, guest services, and wayfinding to ensure a positive participant experience;

assist with facility readiness, including verifying room setups, coordinating adjustments, and supporting post-event reset in collaboration with custodial, technology, and catering teams;

contribute to the overall effectiveness of the venue and support the delivery of high-quality customer service and experience;

support and monitor meeting and event setup and teardown activities;

monitor meeting and event operations and respond to unforeseen circumstances in real time;

serve as an onsite point of contact for staff, vendors, presenters, and clients during events;

support basic audiovisual needs and coordinate with technology staff as necessary;

prepare post-event evaluations, including compiling feedback and identifying areas for improvement;

operate standard office equipment and software applications;

compile data and prepare routine statistical reports when requested;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern office practices, procedures, and equipment;

correct English usage, grammar, spelling, punctuation, and vocabulary;

record-keeping and filing systems;

customer service and public relations techniques;

basic principles of event planning, coordination, and logistics;

vendor coordination and event support processes;

office software applications, including word processing, spreadsheets, and email systems.

Ability to:

Perform a wide variety of clerical duties with accuracy and attention to detail;

organize, prioritize, and manage multiple tasks and deadlines efficiently and effectively;

assist management with events from initial preparation through completion and follow-up;

communicate effectively, both orally and in writing, with staff, vendors, presenters, and clients;

provide customer service and maintain a professional demeanor in a public-facing environment;

respond effectively to changing priorities and situations;

identify and resolve problems or issues that arise during meetings and events;

work effectively under pressure and manage stressful situations;

work collaboratively in a team environment;

work independently with minimal supervision;

stand and walk for an extended period of time during events;

work evenings or weekends as needed;

maintain confidentiality of sensitive information;

learn and support basic audiovisual and event-related technology.

Experience:

Five (5) years of increasingly responsible experience supporting meetings, events, facilities operations, or customer-facing services.

Education:

High School Diploma, or equivalent.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: rn

6/2/2026

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