

CLASSIFICATION SPECIFICATION

Administrative Coordinator for Facilities Management

FT/PT Class Code: 4101, 4601 Pay Grade: B/C 10 FLSA Non-Exempt Rev. 07/01/14

SUMMARY STATEMENT: An incumbent is responsible for providing office management for the Administrative Services division and for providing administrative support to the Director of Administrative Services, including being responsible for ensuring that work orders from the School Dude system and internal requests are processed efficiently and managed through the appropriate facilities maintenance staff. In addition, the incumbent will perform basic bookkeeping duties and invoicing as required to assist the Administrative Services Division's Accountant II.

NATURE AND SCOPE:

An incumbent reports to the Director of Administrative Services and may supervise subordinate personnel. The incumbent provides administrative support, coordinates a variety of tasks and provides bookkeeping support to the Accountant II. The incumbent works closely with Deans, Directors, faculty, staff, students, the public, and private organizations.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Plans, coordinates, and directs office support activities to relieve the Director of Administrative Services of day-to-day administrative details. Maintains the Director's daily calendar, orders supplies for the division, schedules meetings, and takes minutes for all facilities management construction meetings.
2. Researches, analyzes, and makes recommendations regarding operating practices and procedures, including workflow, recordkeeping, performance standards, equipment and supply utilization, to ensure smooth and efficient office operations.
3. Performs basic bookkeeping and invoicing to assist the Accountant II and manages the School Dude database which initiates and tracks work orders and maintains inventory records as well as tracks energy usage.
4. Compiles and evaluates data for studies, reports, surveys and/or grants to provide accurate information and recommendations for improvements, modifications, and/or compliance with policies and procedures.
5. Provides guidance and consultation to officials, employees, and the public on applicable policies, procedures, and regulations relative to facilities management.
6. Acts as a liaison between supervisor and various administrators, and between the college and state/federal agency officials, local groups and organizations, and the public.
7. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of supervisory and administrative principles and procedures.
- ◇ Knowledge of principles and practices of funding, payroll, personnel, and purchasing.
- ◇ Knowledge of spreadsheet, database management, and word processing software.
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- ◇ Skill in communications.
- ◇ Excellent interpersonal, communication, decision making, critical thinking, and organizational skills.

MINIMUM QUALIFICATIONS:

- ◇ Associate degree in a relevant field and four (4) years of administrative support experience; or other equivalent combination of education and experience.