Title: Coordinator, Facilities Management

Pay Scale Group: 15

Essential Function

Under general supervision from a designated administrator, coordinate the operational activities of a specific unit within Facilities Management.

Characteristic Duties

- Coordinate the operational activities of an assigned area.
- Coordinate and monitor all purchasing activity.
- Establish priorities and maintain work control functions.
- Coordinate personnel transactions (i.e., payroll, tracking safety compliance, etc.).
- Assist in solving operational problems, employee complaints and/or grievances.
- May participate in the preparation of budgets, proposals, status reports and financial statements.
- Coordinate billing functions or term contract specifications for an area.
- Assist with the development and implementation of policies and procedures.
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Experience must in a high-level support role of business administration. Some positions may require at least one (1) year supervision.

Last updated: August 2004