

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **FACILITIES SERVICES COORDINATOR**

*Class specifications are not intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

Under the direction of the Director of Facilities, perform a variety of complex and responsible secretarial and administrative support duties to relieve the administrators/managers with administrative details; organize, track and monitor a variety of technical office activities and communications, supervise, assign and monitor the work of the Facilities support staff as necessary, train and review the work of assigned clerical personnel.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Facilities

Will exercise technical and functional supervision over assigned staff

#### **ESSENTIAL AND MARGINAL FUNCTIONS STATEMENTS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

##### **Essential Functions:**

1. Organize and manage the day-to-day activities of the Facilities administrative office to assure efficient and effective office operations; organize and coordinate office activities and communications.
2. Train, schedule, assign, supervise and evaluate the work performance of assigned personnel; discipline personnel in accordance with established policies and procedures.
3. Perform a variety of duties independently in support of functions assigned to the Facilities administrative and management staff; interpret and apply rules and regulations as appropriate.
4. Respond to emergency requests and dispatch appropriate personnel; monitor use of two-way radio and campus fire alarm supervisory systems.
5. Oversee and coordinate request for use of college vehicles (vans and buses) including conducting employee DMV checks; monitor CHP terminal management program; prepare and maintain on-line vehicle checkout calendar; prepare billing reports and encumbrance of funds.
6. Process requisitions, vendor or service contracts, reimbursements, blanket purchase agreements, Cal Card purchases and purchase orders; calculate tax and enter information into PeopleSoft program. Monitor, track, verify and reconcile purchases and invoices for payment.
7. Coordinate communication and activities with other District departments and personnel, students, educational institutions, vendors, outside organizations and the public; obtain and provide information and assist in resolving disagreements, questions and issues as appropriate.

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8. Maintain records in online database for key system, including key issuance and record maintenance.
9. Compose, type and edit a variety of material such as correspondence, reports, Board resolutions, applications, lists, requisitions, memoranda and other documents; research and process documents for staff and students; assemble data and information for special projects as assigned; format, proofread, and prepare materials on a personal computer or typewriter.
10. Operate a personal computer to enter data, maintain records, and generate reports; utilize word processing, spreadsheets, Windows, PeopleSoft and other software applications.
11. Perform receptionist duties, greet office visitors and initiate and answer telephone calls; screen and direct calls and visitors to appropriate personnel; take and relay messages as necessary; maintain appointment calendars.
12. Maintain and organize a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information related to District, personnel or controversial matters.
13. Maintain the Facilities home web pages, including its goals, structure, pages, and linkages, and incorporate new ideas and technologies into the site as appropriate. Keep web pages current by checking linkages for currency, updating databases and correcting errors.
14. Compile information and data for reports and assist in the preparation of reports as required; review, check, correct, and compile information; verify data for accuracy, completeness and compliance with established procedures.
15. Receive, open and route mail; complete requisitions and assist with the ordering, issuance, and maintenance of department supplies, forms, and equipment inventories; assist with transfer of budget funds to maintain account balances as required.
16. Provide support in the preparation of the assigned program budget; monitor budget expenditures, notify higher-level management staff of unusual expenditures or discrepancies.
17. Operate and organize special equipment such as personal computer, laser printer, typewriter, scanner, FAX machine and copier.
18. Perform other duties as assigned

**Marginal Functions:**

1. Coordinate and organize special assignments with other departments and divisions. Prepare and implement timelines and procedures.
2. Prepare agendas and assemble required documents and information for various meetings; take and transcribe minutes of various committees and distribute to members accordingly.
3. Prepare and transcribe dictation of letters and memoranda, including confidential material as required by the position; prepare correspondence and memoranda independently or from oral instructions.

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**QUALIFICATIONS**

**Knowledge of:**

Assigned department or program organization, policies and rules  
Automated equipment and advanced operating procedures of word processing and spreadsheet software applications  
Budget preparation and monitoring and control methods and procedures  
Modern office practices, procedures and equipment  
Principles of training and providing work direction  
Correct English usage, grammar, spelling, punctuation and vocabulary  
District organization, operations, policies and objectives  
Policies and objectives of assigned organization or program and activities  
Oral and written communication skills  
Applicable sections of State Educational Code and other applicable laws including privacy act  
Interpersonal skills using tact, patience, and courtesy  
Telephone techniques and etiquette  
Public relations techniques

**Ability to:**

Perform secretarial and administrative assistance duties requiring independent judgment and thorough knowledge of the Facilities Services departments and District policies  
Read, interpret, apply and explain rules regulations policies and procedures  
Train and provide work direction to others  
Assign and review the work of others  
Analyze situations accurately and adopt an effective course of action  
Make decisions in procedural matters without immediate supervision  
Communicate effectively both orally and in writing  
Organize, coordinate and oversee office activities  
Type at 60 net words per minute from clear copy  
Work independently with little direction  
Establish and maintain cooperative and effective working relationships with others  
Plan and organize work  
Meet schedules and timelines  
Prepare reports by gathering and organizing data from a variety of sources  
Work confidentially with discretion  
Complete work with many interruptions  
Operate a variety of office equipment such a personal computer, scanner, typewriter, laser printer, FAX machine and copier  
Maintain records and generate reports  
Make arrangements for meetings and conferences  
Maintain a variety of files, records and logs including financial and statistical data  
Ability to carry out basic web browser functions, including web search; ability to use a web editor; ability to create and edit GIF and JPG pictures; basic fluency in html; ability to work with web-connected database; understanding of principles of good web design

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**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three years of increasingly responsible experience in Facilities/Administrative Services

**Education/Training:**

Equivalent to an Associates degree from an accredited college or university with major course work in business administration or a related field

**License or Certification**

Some positions in the classification may require a valid California driver's license; knowledge of MS Office (Word, Excel, Access, Outlook, PowerPoint, FrontPage), Windows and PeopleSoft

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment: exposure to computer screens, extensive contact with staff and outside vendors, may travel to various locations.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard; extensive verbal and electronic communication with systems users; moderate or light lifting.