CODE 3418
PG-13
NON-EXEMPT

ADMINISTRATIVE COORDINATOR
(Facilities Management)

Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated. The job description herein provides for the range of duties to be performed for this position. It is not intended to reflect all duties that are required within this position.

MAJOR FUNCTION

Assist the Division Director in providing a wide range of administrative assignments such as reviewing/performing research and/or special studies, development of new, revised/modified program goals and objectives, procedures, practices, and conducting comprehensive analysis in comparing options. Plan, organize, and manage special projects as assigned by the Division Director and is responsible administratively for coordination of assigned work.

ILLUSTRATIVE DUTIES

- Coordinate special projects/programs between and among divisions of county government.
- Provide day to day support services for division management.
- Conduct research as directed by division management.
- Back up eAgenda author.
- Coordinate scheduling for all Facilities employees for division events such as County Manager Employee Forum meetings, open enrollment, etc.
- Ensure any communication intended for "All BOCC Employees" is available to Facilities employees without electronic access.
- Prepare termination packets for retirements & terminations.
- Coordinate with division management for the replacement of vacant positions (replace with same job title, replace with other, is reclassification necessary, is job description current & complete?).
- Coordinate job description changes, reclassifications, etc. between Facilities division management and Employment & Benefits Services Mgr.
- Prepare Employee Requisitions for replacement employees (fillable form sent to Employment & Benefits Services Mgr). Ensure use of correct position number.
- Coordinate interviewing, hiring process with Source-2.
- Maintain division employee evaluation tracking.
- Periodically verify division's Position Control Report.
- Coordinate with Commissioners' Executive Assistants for Service Awards. If award is to be presented at a Board mtg, conduct an "interview" & write the bio for the employee receiving award.

ADMINISTRATIVE COORDINATOR
(Facilities Management)

(Continued)

ILLUSTRATIVE DUTIES (continued)

- Draft/prepare letters, memos, job descriptions, emails, reports as directed by division management.
- Reserve classes & seminars for Facilities employees and prepare necessary travel documents.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge and ability to perform basic research. Knowledge of various computer software applications, including word processing, spread sheets, database management and web-based applications. Ability to research, respond to and resolve complaints. Ability to evaluate, audit, deduce, and/or assess data and information using established criteria. Must possess strong analytical and problem solving abilities. Ability to make mathematical computations and tabulations accurately and with reasonable speed. Ability to use independent judgment, analyze information and formulate recommendations. Ability to establish and maintain an effective working relationship with employees, officials, business representatives and the public. Ability to communicate both orally and in writing. Ability to meet and deal courteously and effectively with other county employees, customers and government officials. Must possess excellent communication and interpersonal skills.

MINIMUM QUALIFICATIONS

Graduate of an accredited high school or possess an acceptable equivalency diploma and have a minimum of six (6) years of general office experience. Must be able to utilize all features afforded by word processing software, spread sheet, and data management software.

Must possess a valid driver's license and be able to secure a valid Florida driver's license at the time of employment within this classification.

SPECIAL PREFERENCE

Experience in facilities planning, facilities management, real estate or property management.