

**Position Description  
Cover Sheet**

In order to make an objective and accurate evaluation of a position, it is very important that the position description (PD) contain **specific** data. Therefore, please provide all information requested and forward this form through the division dean to the Human Resources Office for classification.

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Title FACILTIES COORDINATOR ASSISTANT (#5022)

Division/department DFS/FCL

Campus LAPL

Check one: New PD \_\_\_\_\_ Revised PD  No changes to PD \_\_\_\_\_

Please identify any similar positions already established within the department:

\_\_\_\_\_

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Is this a Director-Level position? Yes \_\_\_\_\_ No

Reports to \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

Title of Position Reported to Facilities Coordinator

Approval \_\_\_\_\_ Date \_\_\_\_\_  
(Signature - Second-Level Supervisor)

Approval \_\_\_\_\_ Date \_\_\_\_\_  
(Signature - Dean or President)

Accountcode(s) 10-6-040600-511103-10

Work schedule Monday-Friday (20 hours) Flexibility required

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**FOR HUMAN RESOURCES DEPARTMENT USE:**

Position number \_\_\_\_\_ Grade \_\_\_\_\_

Statistical group \_\_\_\_\_

Exempt / Non-exempt \_\_\_\_\_ Date \_\_\_\_\_

Requires Financial Disclosure Statement \_\_\_\_\_

If the employee's primary position is EXEMPT, there are no limitations for working in a secondary position. If the primary position is NON-EXEMPT, the following rules apply:

1. The employee cannot hold credit or credit-free part-time faculty positions unless a special exception is made by the division VP.
2. The employee must record the total combined hours worked on the system-generated time sheet which is distributed each pay period. The employee is responsible for obtaining the signatures of both supervisors on this time sheet.
3. The employee's total combined hours worked for all positions should not exceed 40 hours in a workweek.

**POSITION DESCRIPTION FOR:** Facilities Coordinator Assistant

**1. Core Responsibilities:** Prioritize tasks and responsibilities and summarize them below. Please provide **percentages of time** allotted to each particular task or responsibility, making sure that the **total percentage equals 100%**. Please give specific duties and avoid using generalizations or “other duties as assigned.”

10% - Customer Service

- Serve as one of the first points of contact to the Facilities Department
- Respond to inquiries from internal/external contacts via phone and email
- Dispatch personnel as needed via 2-way radio

40% - Administrative Support to Coordinator, Assistant Director, and Executive Director of Facilities

- Proxy Access to Bank of America Works system to assist with reconciliations of purchasing card Transactions
- Utilize office technology to assist FCL personnel with printing, copying, and faxing
- Log incoming/outgoing mail in logbook and distribute accordingly
- Review department timesheets
- Assisting with personnel file maintenance

50% - Blanket Purchase Order Budget Management

- Perform monthly account reconciliation for Blanket POs using department workbook and data from Datatel/Colleague
- Communicate with Accounts Payable and Procurement Personnel to ensure payment of invoices
- Research and resolve discrepancies within Blanket Purchase Orders regarding payments/credits
- Seek authorization for payment of invoices and send to Accounts Payable for processing

**2. Education/Knowledge Required:** Specify required degrees, experience, special skills and abilities necessary for satisfactory performance.

- High School diploma required.
- Minimum of two (2) years of office experience preferably in a construction/maintenance or accounts payable/receivable setting
- Excellent communication skills
- Excellent human relations skills.
- Demonstrated knowledge in Microsoft Office to include excel, word, and power point
- Demonstrated ability to access, interpret, and print Colleague financial information preferred.
- Knowledge of two-way radio communications systems.

**3. Supervision:** List all position titles reporting directly to this position, full-time or part-time. Include student assistants, temporary, permanent and part-time faculty supervised in a typical semester or year.

- Work Study or temporary personnel

**4. Internal & External Contacts:** Identify contacts required within and outside the college, and purpose of contacts. (Example: Contacts vendors for supplies and materials; or meets with tri-county public and private employers to determine training needs)

- Vendors for pricing and availability for supplies, materials and services
- Vendors for billing discrepancies
- Outside contractors for proposals, compliance, other facilities issues and payment
- Students, faculty, staff and visitors for both routine tasks and emergencies (flooding, fire, etc.)

**5. Guidelines/Procedures/Regulations:** Identify guidelines, procedures, instructions, regulations and laws within which the position functions. Be specific.

- Budget/accounting procedures for college operating budgets.
- Procurement policies and procedures.
- College administrative policies and procedures.

**6. Communications:** Please describe the written and verbal skills required for the position.

- Excellent verbal and written communication skills required to exchange information with Contractors, Vendors; give directions/information to Faculty and Staff regarding the Work Order System and other Physical Plant issues; give instruction to FCL staff regarding time sheets, work order procedures and departmental policies.

**7. Role Complexity:**

- The position requires planning for completion of budget requirements, time sheet submission and ticket/invoice approval for prompt payment.
- There are multiple tasks with the need to switch often based on priorities/deadlines and needs/emergencies of each day.
- The set tasks can be sidelined by external forces or events of the day.
- The tasks are varied, requiring little interpretation to complete once mastered,
- The work is complex requiring a thorough understanding of the Physical Plant operational and staff capabilities and the ability to appropriately respond to requests from faculty, staff, visitors, vendors and co-workers without supervision.

**8. Creativity & Innovation:**

- Procedures are generally defined by policy. Opportunities to improve methods to meet the

policies are available and encouraged.

**9. Impact:**

- Employees, students, internal/external customers are impacted by the proper exchange of information whether for emergency calls for HVAC issues or a setup for a special event.

**10. Fiscal Responsibility:** Describe the fiscal responsibility. Include total dollars that the position directly controls.

- Assist the Cost Center Manager with managing budgets in excess of \$3,880,000 to include:
  - Budget preparation and input
  - Preparing requisitions and ensuring all required paperwork is included for contracts
  - Transferring money to ensure adequate funds are available
  - Proxy Access to assist with Bank of America Works System purchasing card Transactions

**11. Physical Working Environment:** Describe the physical working environment and list any hazardous and toxic substances used in the performance of duties.

- Office environment with little physical activity and no known hazards