Job Title: Administrative Specialist, Facilities
Reports to: Office Supervisor, Facilities
FLSA Status: Non-Exempt
Level: 115
Position Class:

Job Summary:
Serves as Administrative Assistant to Facilities Planning & Management Department in a specialized capacity. Provides administrative support to the Department by processing internal design and construction contract-related documents. Creates, monitors and records documents and records required to maintain compliance with State and College requirements for the capital improvement program.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Creates and maintains specialized data, records and reports relating to capital projects including project records, project timesheets and other related record management documents.

2. Reviews, reconciles and processes logs, documentation, data, reports and proposals relating to the project or assignment, including working with vendors to resolve routine payment issues.

3. Cost Codes data for input to financial data processing system according to College procedures. Prepares reports in both the financial data processing system and the computerized maintenance management system.

4. Reviews and processes pay requests, support data and other payments related to projects.

5. Monitors departmental contracts to ensure contract compliance and receipt of applicable supportive documentation related to the project.

6. Assists department by working directly with outside vendors to resolve issues that pertain to the capital improvement program.
7. Coordinates travel arrangements, prepares travel forms, and arranges for reimbursement of funds.

8. Attends meetings to explain or receive information relative to the work assignment.

9. Coordinates with Facilities Customer Service and Courier to maintain cross-training and ability for seamless backup if required which may include but not be limited to, coordinating supervisor’s calendar, scheduling appointments, screening calls and responding to inquiries as appropriate.

10. Performs other related tasks to meet Departmental and job-specific requirements.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Associates degree required, preferably in accounting or a related field, and three to five years' related experience.

- **Supervisory Experience:**
  One or more years of experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems, is required.

- **Language Ability:**
  Ability to read and interpret documents such as contractor’s documents, pay applications, educational reports. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or other College employees.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest and retainage.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart or schedule form.

- **Computer Skills:**
  To perform this job successfully, an individual must have proficient knowledge of Microsoft Word, Excel, Outlook and have intermediate knowledge of Microsoft Powerpoint and Access.

- **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
This position may be responsible for directing student interns’ activities.
Responsibility for Communication:
- **Internal Contacts:**
  This position has routine contact with State College of Florida, Manatee-Sarasota staff.

- **External Contacts:**
  This position has frequent contact with contractors and routine contact with Department of Education staff.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is inside a climate control building.
The noise level in the work environment is usually moderate.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, use manual dexterity, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.
5. **Attendance Standards:** State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. **Training:** State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. **Continuous Improvement:** State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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<td>Preparing Manager</td>
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