Job Title: Dispatcher/Permitting Specialist  
(formerly Dispatcher/Staff Assistant II)

Reports to: Assistant Director of Facilities
FLSA Status: Non-Exempt
Level: 113
Position Class: C9914

Job Summary:
Radio dispatches Trades Workers for urgent and emergency trouble calls. Keeps track of Florida Building Code permits on maintenance, renovation projects, and remodel projects. Provides staff assistant and responsible clerical and system computer support to Assistant Director and Director, Facilities Department.

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. Receives trouble calls and dispatches maintenance personnel.
2. Composes and types routine correspondence. Makes copies of correspondence or other printed materials. Prepares outgoing mail and correspondence, including faxes.
3. Organizes and maintains file system; and files correspondence and other records.
4. Answers and screens manager’s telephone calls.
5. Greets scheduled visitors and conducts to appropriate area or person.
6. Maintains vehicle reservation requests and usage reports.
7. Maintains financial records for Fund I.
8. Maintains web page for departments.
9. Maintains Campus building inventory and Marlock key systems.
10. Maintains records of tracking documents (permits) from plans review phase, fire inspection review, construction inspections, through change of occupancy inspection documents on each capital improvement and R and R project. Performs similar tracking for maintenance by Trades Workers and contractors.

**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:**
  High school diploma or general education degree (GED); and two years of related experience, or one year certificate from college or technical school and one or more years’ experience.

- **Supervisory Experience:**
  This job has no supervisory responsibilities.

- **Language Ability:**
  Ability to read and understand basic instruction, short correspondences, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

- **Math Ability:**
  Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

- **Reasoning Ability:**
  Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram/chart form. Ability to deal with problems involving several concrete variables in standardized situations.

- **Computer Skills:**
  To perform this job successfully, an individual must have basic knowledge of word processing and internet software; intermediate knowledge of spreadsheet, database, and web software, knowledge of BASIC and DOS; and current College database.

- **Certificates and Licenses:**
  No certifications needed.

**Responsibility for People and Property:**
Responsible for maintaining budget for Fund I.

**Responsibility for Communication:**

- **Internal Contacts:**
  This position has routine contact with State College of Florida, Manatee-Sarasota staff.
• **External Contacts:**
  This position has routine contact with visitors and/or contractors.

**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 controlled 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 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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<tbody>
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<td>Preparing Manager</td>
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