



**DATE ISSUED:** 09/05  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Coordinator, Facilities Services

### **JOB SUMMARY**

Performs responsible duties in the coordination, organization, and management of administrative processes for multi-faceted departmental operations. Assures the consistent delivery of high quality work. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director of Facilities Management

*Supervises:* Administrative Assistant, Secretary

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

- Assists in the direct supervision of other department clerical personnel.
- Assists with the preparation and handling of sensitive correspondence.
- Assures the timely submittal of reports by departmental components for compliance with University and State requirements.
- Reviews correspondence, determines work priorities and schedules.
- Compiles statistical data for reports, fact sheets.
- Serves as personnel liaison between multiple departments.
- Maintains central personnel files for department.
- Facilitates staff development and training opportunities including distribution of departmental orientation materials, policies, and procedures.
- Provides for the preparation and assimilation of documentation, slides, spreadsheets and other data formats necessary to deliver a high quality power point and/or other presentation media for meetings, conferences.
- Coordinates and assures the timely resolution of client complaints received.

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Reviews and reports personnel work status, compliance with rules and regulations, assigned tasks, and evaluates job progress of subordinates.  
Establishes and maintains a safe environment for employees under charge.  
Responsible for establishing job standards for subordinate staff and effectively evaluating staff in accordance with University policy.

***ADDITIONAL DUTIES***

Performs other duties as requested.

***EDUCATION***

Proficiency in written and mathematical processes as may be reflected by the completion of high school. College course work a plus. Bachelor's degree preferred.

***EXPERIENCE***

Five years of administrative experience, accounting, lead or supervisory, secretarial, clerical, and or computer software application.

***KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:***

- Working knowledge of office practices and methods.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to use a personal computer keyboard and read a personal computer screen.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to respond to emergency situations in a timely manner.
- Ability to operate essential office equipment that is necessary to perform the functions of this job.
- Ability to use a personal computer and other office equipment.

**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 must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

**WORK ENVIRONMENT**

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually moderate to loud. While performing the duties of this position, the employee may be required to travel. Work is performed in a Plant environment. Exposed to any number of elements but with none present to the extent of being disagreeable. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and toxic waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise. May be required to work in confined spaces, on ladders and rooftops, and in adverse weather conditions.

**SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***