



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Services Coordinator I</u>	NEW: <u>X</u>	REVISED: _____
	(Please check one)	
REPORTS TO: <u>Director, Facilities Maintenance</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>4/2015</u>
DEPARTMENT: <u>Facilities Maintenance</u>	JOB CODE: <u>600</u>	

SUMMARY:

With general supervision, provides secretarial and administrative support for a department, including customer service, accounting, purchasing, human resources and record keeping for the Department. Assists the Facilities Maintenance Manager with work order requests and the department budget.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Answer phones, take minutes, maintain files, type correspondence. Create and distribute on-call schedules. Schedule meetings, order supplies, issue parking hang tags. Collect fees for the purchase of replacement hang tags. Watch security footage.

Direct workflow for Facilities Maintenance: utilize work order software to receive, assign, and distribute both routine and preventative work orders. Utilize software to maintain an inventory of equipment in each building and determine what on-going maintenance tasks should be performed and on what schedule.

Track work order requests. Prepare payment for utility bills. Prepare payment requisitions, purchase order requests, budget revisions, and journal entries, and forward to the Auditor’s Office. Assist with development and management of the department budget. Process and pay invoices. Pay purchasing card bills.

Run various reports from software to assess time and money spent on a given asset and to analyze work distribution. Prepare monthly AED reports and send to Human Resources. Create an annual report of each employees’ time spent in providing maintenance services in each County building/park/parking lot for the Auditor’s Office.

Performs all other duties as assigned.

KNOWLEDGE AND SKILL:

1. Basic knowledge of County departments and operations.
2. Basic knowledge of purchasing guidelines.
3. Basic knowledge of Boone County policies and procedures.
4. Advanced knowledge of standard office practices, record keeping, office equipment and computer software.
5. Skill in organizing, scheduling and reviewing work.
6. Skill in the use of a personal computer.
7. Skill in establishing and maintaining cooperative working relations with other Boone County employees and the public.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. On occasion may assist loading/unloading supplies to various storage areas. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets, and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

MINIMUM QUALIFICATIONS:

High school diploma or GED and three years secretarial/office management experience, preferably in a customer service area; familiarity with computer software programs.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.