



Job Description

Job Title: Administrative Specialist - Facilities

Grade: I

Department: Facilities Services

FLSA: Non-exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Position performs a variety of complex administrative and technical tasks including: collecting/updating/creating and summarizing databases. Position supports Construction, Facilities Management, various departments needing information and special assignments as needed.

Characteristics Duties and Responsibilities:

1. Collects and summarizes research data for reports, coordinates preparation of reports, reviews for accuracy and makes necessary edits.
2. Maintains vital details pertaining to all buildings system-wide.
3. Maintains facilities records in Datatel and Ad Astra programs to track type of space and room.
4. Coordinates building names and locations, as well as distribution of new and/or changed building information.
5. Gathers data concerning facilities, construction, equipment, and coordinate submission of various monthly, quarterly and yearly reports to several governing bodies.
6. Provides support and technical data for various college departments and other outside agencies as needed through updates or upon request.
7. Tracks cost and energy consumption and monitors for abnormal variations in water, electric, and sewage.
8. Coordinates filing of property deeds, highway right of way, easement agreements, Declaration of Covenants and all other legal property documents issued to the College.
9. Maintains staff move management requests.
10. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Energy and Environmental Manager

Direction Given: No authority or responsibility for the direction of others

Minimum Requirements:

G.E.D. or high school diploma plus a minimum of 6 months training/technical post high school; 6 or more years of work related experience; must be skilled in databases, Access, Excel, Word, Datatel



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Preferred Requirements:

Knowledge of Ad Astra

Knowledge, Skills, Abilities, and Worker Characteristics:

- Knowledge of rules, regulations, and procedures related to state reporting
- Ability to work independently
- Ability to analyze problems and identify solutions
- Ability to work collaboratively with faculty and staff from other units across the College
- Moderate to advanced research and technology skills

Working Conditions:

Typical Office Environment