

Leon County Public Schools Classification Specification

Salary Grade 25

Summary Information:

Classification Title: Coordinator, Building Management Systems **Date Prepared:** 04/2003
FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires decision-making which addresses major problems and policies which impact numerous organizational units, schools and/or the entire District. The position provides significant leeway to set objectives and determine methodology or techniques to accomplish results.

Activity Identification

Activity Name

402	Building Security Systems	Design, implement, and evaluate all fire and security alarm systems in district buildings. Plan and implement security lighting systems.
411	Energy Management Systems	Design new energy management systems and procedures. Install and implement purchased packages.
639	Telecommunication Systems Development	Design new telecommunication systems and procedures. Install and implement systems and corresponding procedures as required.
635	Programming	Code data processing programs and systems.
006	Long-Range Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program, or the district.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
320 A	Budget Preparation – Programs/Projects	Conduct tasks related to the preparation of the annual budget for programs or projects.
322 A	Budget Monitoring – Department/School	Monitor expenditures and adjust school/department budgets, as needed.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
999	Assigned Duties	Perform other duties as assigned.

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General Classification Specifications:

Education/Experience: B.A. Degree or B.S. Degree with six years related experience; or
A.A. Degree with eight years related experience; or
High School diploma or equivalent with ten years related
experience

Supervisory Responsibility: Yes

Type of Supervision: Supervision applies to one or more organizational units with full responsibility for results in terms of costs, methods, and personnel administration.

Effective Date: 07/01/2003