

Leon County Public Schools Classification Specification

Salary Grade 25

Summary Information:

Classification Title: Coordinator, Facilities/Construction Related Services **Date Prepared:** 12/2003
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

382	Facilities Management	Manage the operations of facilities. Solve maintenance, access, traffic, and other facilities-related problems. Inspect facilities. Maintain facilities inventory.
387	Construction Management	Supervise construction of new facilities and major renovations to existing facilities.
405	Safety Compliance	Supervise, review, and monitor the design, construction, renovation, and/or modification of new or existing structures to ensure compliance with legal standards. Includes personnel compliance with safety standards. Monitor and maintain athletic areas for liability and safety.
074	Develop Administrative Procedure and Practices	Develop, maintain, interpret, and execute administrative procedures and practices. (These procedures and practices do not require Board review or approval, although they may involve <u>implementation</u> of Board-approved policies.) This activity includes developing and maintaining manuals regarding policies, procedures, rules, bylaws, and standards for the district (e.g., personnel, accounting, payroll, purchasing, etc.).
050	Management Analysis	Analyze organization structure, staffing levels, and operations. Conduct internal consulting projects.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
410 A	Disaster/Emergency Services	On call to report to any District school or facility to provide any emergency required services.
076	Program Request Evaluation	Analyze requests to develop and/or implement non educational programs for schools or departments.
006	Long-Range Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program, or the district.
043	Complaint Investigation	Acknowledge, research, and respond to complaints received regarding district activities, programs, staff, etc. May include liaison and mediation activities among complainant, the district, and agencies.
393	License/Permit Development	Determine and direct process for appropriate licenses or permits.

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Activity Name (cont.)

407	Safety Inspections	Inspect facilities, vehicles and entire property for safety problems.
568	Community Relations	Meet with citizens and parents. Visit schools. Attend meetings of and assist business groups, civic clubs, etc. Promote the programs of the school system.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
002	Indirect Supervision	Plan and direct the work of people who do <u>not</u> report directly to you, but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority).
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
009	External Liaison	Coordinate activities or programs with outside agencies, such as vocational rehabilitation, police and fire departments and federal agencies, etc. Communicate information internally. Does <u>not</u> include parent liaison.
388	Facilities Assistance	Work with local schools and facilities to solve maintenance, access, traffic, and other facilities-related problems.
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

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 <u>organizational units</u> with <u>full responsibility</u> for results in terms of costs, methods, and personnel administration.
Effective Date:	01/13/2004