

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2021**

CENTRAL SERVICES SPECIALIST

FLSA STATUS: NON-EXEMPT - PAY GRADE: 13-C

JOB FAMILY: CAMPUS SERVICES JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Central Services Specialist assists with the receiving, storage, control, and distribution of materials and surplus auction activities in Central Services. An employee in this position performs administrative and operational duties related to P-Card accounts, the fuel card program, key business account vendors, the Central Mailroom daily operations, the AO Print Shop and the Surplus Warehouse. This position works closely with the Central Services Coordinator to update Central Services related policies and procedures.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Coordinates the College's annual asset inventory. Works with the College's bar code scanning company to upload PeopleSoft data into scanning software. Coordinates with College-wide scanning staff regarding scheduling and reporting of annual inventory. Assists departments on any inventory issues.

Assists the Central Services Coordinator with the management and disposal of surplus warehouse items. Coordinates recycling and in-person or online surplus auctions.

Troubleshoots, reviews and provides disposition and processing for College-wide business accounts.

Administers College fuel card programs. Processes card requests, troubleshoots card and account issues, and works with fuel card vendors.

Assists with P-Card administration duties. Records and researches transactions in College Banking P-Card web application, reviews and processes P-Card applications, acquires invoice or other pertinent documentation to complete P-Card purchase audits.

Manages the departments centralized email box for orders, approvals, requests and triages relevant request to departmental staff.

Navigates within the College's ERP system to review transactions and query reports regarding the department's operations.

Researches and compiles departmental monthly metrics. Develops and implements departmental process improvement initiatives.

Coordinates, maintains and submits department statistical data by compiling data from vendor's web pages and department spreadsheets for mailroom, printing, and disposed surplus to submit to management for monthly reports.

Performs other related duties, as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision may be exercised over assigned staff.

MINIMUM QUALIFICATIONS

High school diploma or high school equivalency supplemented by two (2) years of related experience. Requires a valid driver's license. Requires driving eligibility past driver's record meet and maintain to be in accordance with College APM 06-1005 "Operation of College Vehicle" requirements.

PREFERRED QUALIFICATIONS

Associate's degree with related experience which provides knowledge of purchasing processes and Microsoft Office 365.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 06/2021