

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2026**

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 performs administrative and operational duties supporting the College's asset inventory, surplus property, fuel card, business account, purchasing, mailroom, printing, and warehouse functions. This position reviews operational information, resolves routine issues, maintains records, assists with the development and maintenance of Central Services policies and procedures, and recommends process improvements to support efficient Central Services operations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Supports the College's annual asset inventory by maintaining inventory records, facilitating barcode scanning activities, vendor coordination, reconciling system data, coordinating schedules, and resolving discrepancies.

Processes and monitors College fuel card accounts, maintains cardholder records, resolves account issues, conducts audits, reviews suspected misuse, and coordinates with vendors and departments.

Researches and resolves operational, account, and system issues by reviewing system data, vendor records, transactions, and supporting documentation.

Processes business account and purchasing transactions, researches discrepancies, records receipt of assets, prepares requisitions, monitors purchase orders, and maintains vendor account information.

Performs surplus property disposition activities, including pickups, transportation, tagging, record maintenance, recycling, auctions, and preparation of property for authorized disposition.

Compiles and analyzes operational data and enterprise resource planning system reports related to mailroom, printing, surplus property, and other Central Services functions and prepares management reports to support monthly reporting and process improvement initiatives.

Maintains Central Services procedures, records, and operational documentation and recommends updates to support consistency, compliance, and service continuity.

Monitors the department's centralized mailbox and reviews, prioritizes, routes, and tracks orders, approvals, inquiries, and service requests.

Reviews operational workflows, identifies inefficiencies, recommends process improvements, and assists with implementing approved changes.

Provides operational coverage for mailroom, warehouse, surplus pickup and delivery, and material-handling functions; operates forklifts, pallet jacks, and College vehicles and safeguards assigned equipment and property.

Provides administrative support to create and maintain a college-wide environment supportive of student needs.

Performs other related duties, as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

High School Diploma or high school equivalency (GED) and two (2) years of related experience. Must possess and maintain a valid driver's license and meet the College's driving eligibility requirements in accordance with APM 06-1005, "Operation of College Vehicle."

PREFERRED QUALIFICATIONS

Associate's degree from a regionally accredited institution and related experience that provide knowledge of purchasing processes, enterprise resource planning systems, and Microsoft Office 365 applications.

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

Physical Requirements: Must be physically able to operate a variety of office, warehouse, and material-handling equipment, including computers, standard office equipment, forklifts, pallet jacks, and College vehicles. Must be able to exert twenty to fifty (20–50) pounds of force to lift, carry, push, pull, or otherwise move objects. Tasks require frequent bending, stooping, crouching, reaching, standing, walking, and the operation of equipment and vehicles. Physical demands are in excess of sedentary work. Must be able to perform manual task and remain on feet for extended periods of time.

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.

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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 in office, warehouse, and outdoor environments and may involve exposure to adverse environmental conditions, including dirt, cold, heat, rain, and fumes.

Effective: 6/2021

Revised: 9/8/2026