

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

**CENTRAL SERVICES COORDINATOR**

**FLSA STATUS: NON-EXEMPT - PAY GRADE: 16 – C**

**JOB FAMILY: CAMPUS SERVICES JOB FUNCTION: BUSINESS SERVICES**

**GENERAL STATEMENT OF JOB**

The Central Services Coordinator plans, organizes, and supervises the receiving, storage, control, and distribution of materials and surplus auction activities to meet organizational needs, objectives, and requirements. An employee in this position manages the daily operations of the, central mail facility and the AO Duplicating Center while also performing supervisory duties and training to support staff. This position oversees fuel card administration and key business accounts and works closely with the Purchasing Department's managers on important process improvement initiatives and projects.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Oversees the College's annual property inventory of over 5,000 barcoded items. Supervises staff at all College locations, works with asset owners and their supervisors regarding any missing assets, and completes the appropriate documentation for Finance Accounting.

Manages the control of surplus property. Plans, ensures setup, and monitors the semi-annual College online and in-person surplus auctions and other surplus related activities.

Manages and oversees staff administration of the College's fuel card program. Works closely with College users to ensure compliance with College policies, procedures regarding fuel card use.

Supervises the administration of key College business accounts to ensure ordering, issue resolution and works with purchasing manager on any related and relevant desktop procedure development regarding all areas.

Supervises the staff and the operation of central mail, AO print shop, surplus processing and records management.

Communicates with Purchasing, Accounts Payable, Finance Accounting, Purchasing, campus personnel, receiving staff college-wide and other departments to resolve issues relating to Central Services.

Plans, implements and monitors the operating budget for the Mailroom, duplicating, surplus and records management areas.

Oversees the development and revisions of departmental desktop procedures to ensure policy and procedures are reviewed, improved and updated as needed.

Evaluates employee performance and recommends appropriate personnel actions for assigned personnel. Explores in-person and/or online training opportunities for staff. Monitors status and progress on departmental goals and objectives.

Provides training and technical support to receiving staff at various College campus locations.

Performs other related duties, as assigned.

**SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

**SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

**MINIMUM QUALIFICATIONS**

High school diploma or high school equivalency supplemented by a minimum of five (5) years of related experience, including one (1) year of supervisory experience.

**PREFERRED QUALIFICATIONS**

Associate's degree from an accredited institution and a minimum of three (3) years of related experience.

**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: 05/2021