FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2026

FACILITIES ADMINISTRATION AND OPERATIONS SPECIALIST

FLSA STATUS: NON- EXEMPT - PAY GRADE: 18- C

JOB FAMILY: FACILITIES AND CONSTRUCTION
JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Facilities Administration and Operations Specialist provides department-wide administrative, records, reporting, procurement, systems, and process coordination support for Facilities Management & Construction. Following established College and departmental requirements, this position maintains Facilities standards, procedures, documentation, reporting processes, and centralized resources; coordinates project and regulatory reporting; administers enterprise systems and workflow resources; and supports procurement, inventory, training, and process improvement initiatives. This position works across Facilities Planning & Design, Facilities Maintenance, Campus Operations, and Building Code Enforcement and serves as a key resource to promote operational consistency, regulatory compliance, efficient business processes, and effective project delivery.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Coordinates the development, implementation, and maintenance of Facilities standards, procedures, operational manuals, and best practices; coordinates stakeholder input and recommends improvements that support consistent department-wide operations.

Organizes and maintains the Facilities Hub, SharePoint resources, and other centralized repositories for standards, procedures, training materials, project resources, records, and departmental documentation.

Maintains Facilities document control, records retention, archival, retrieval, and digitization programs, ensuring compliance with College records requirements and maintaining centralized electronic and physical records systems.

Prepares capital project reporting and maintains project documentation, schedules, metrics, and status information, including required reporting to regulatory agencies, executive leadership, and the District Board of Trustees.

Compiles and prepares operational, project, and performance reports and conducts research, special studies, and analyses to support executive decision-making, strategic initiatives, and departmental objectives.

Processes and tracks Facilities procurement and furniture inventory activities, including furniture, fixtures, and equipment (FF&E), coordinating purchasing, inventory management, vendor relationships, budgets, delivery, installation, occupancy, and related project requirements.

Administers and supports enterprise systems and technology resources used for project management, facilities operations, procurement, reporting, workflow automation, records management and other Facilities systems.

Supports assigned process-improvement and workflow-modernization activities by documenting current processes, preparing process maps and operational materials, identifying gaps or inefficiencies, and submitting proposed solutions for review and approval.

Coordinates assigned onboarding, training, and educational activities related to Facilities policies, procedures, standards, systems, resources, and operational requirements.

Serves as a department-wide liaison and resource by coordinating with College departments, leadership, project stakeholders, vendors, consultants, and contractors to support projects, procurement activities, regulatory reporting, operational initiatives, and effective project delivery.

Provides facilities support to create and maintain a campus environment supportive of student needs.

Performs other related duties, as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

May coordinate assigned projects, vendors, contractors, consultants, student employees, and temporary staff. No regular supervision is exercised.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited institution and three (3) years of directly related experience in facilities, construction, project administration, records/document management, procurement, business process administration, or related work.

PREFERRED QUALIFICATIONS

Bachelor's degree from a regionally accredited institution in business, construction management, facilities management, planning, architecture, interior design, engineering, public administration, information systems, or a related field.

Experience in higher education facilities planning, design, construction, maintenance, and operations. Knowledge of standards development, construction records management, procurement, FF&E coordination, project reporting, and process improvement. Proficiency with TeamDynamix, Procore, JIRA, PeopleSoft, CMMS/work-order systems, SharePoint, Microsoft 365, Visio, Adobe Acrobat, or similar applications. Knowledge of Florida Department of Education facilities reporting requirements and State Requirements for Educational Facilities preferred.

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; and interact effectively with individuals from varied professional and technical backgrounds.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and Percentages; and utilize descriptive statistics and spreadsheet tools as needed.

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 require the ability to differentiate between colors and shades of color when reviewing plans, reports, system dashboards, or other Facilities documentation.

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 environments and may occasionally require visits to active facilities, construction, renovation, installation, or storage areas.

Effective: 11/04/2026