

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2023**

**CAMPUS OPERATIONS COORDINATOR**

**FLSA STATUS: EXEMPT - PAY GRADE: 17 - C**

**JOB FAMILY: MANAGERIAL/SUPERVISORY – BUSINESS**

**JOB FUNCTION: MANAGERIAL/SUPERVISORY**

**GENERAL STATEMENT OF JOB**

The Campus Operations Coordinator plans, coordinates, and manages Facilities Department processes and projects and supports daily campus operations, academic, and non-academic activities at the assigned Campus/Center(s). Supports the Collegewide Executive Director of Campus Operations, Events, and Special Projects and communicates with campus/college leaders and staff, coordinates facility rentals/reservations, coordinates and implements campus-wide procedures, and supports identified facility project objectives. Provides guidance to leaders and staff on collegewide special projects to support college initiatives.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES** *(Depending upon assignment)*

Coordinates internal and external rental agreements and event planning, explains cost structure, identifies required resources, and coordinates with all affected departments (Maintenance, Custodial, Security, IT Support, Athletics, and others) to generate college revenue and offset operational costs.

Provides leadership and supervision for support staff; prioritizes, assigns, and evaluates work; and ensures staff training. Makes hiring, termination, and disciplinary recommendations.

Schedules and participates in meetings, workshops, conferences, training, and related activities, with campus leadership, external stakeholders, and community leaders and partners.

Collaborates, coordinates, supports, and serves as liaison for departmental projects; provides guidance and collaborates on assigned collegewide facilities special projects; collects initial data; meets with key stakeholders; and identifies challenges/opportunities to meet college leadership initiatives such as computer downsizing, SACSCOC reaffirmation specific to Facilities, 20 West Adams dorms, San Jose Tech (Cecil), campus-wide parking lot pavement project, signage/wayfinding, solar farms and EV charging stations, and fleet management (downsizing, budgeting, refresh schedule, lease vs purchase).

Develops, monitors, and tracks department budget, approves expenditures, researches discrepancies, and maintains records. Approves subsidiary budgets, expenditures, and records. Supports the management of budgets including the processing of expense reports and p-card purchases.

Updates and maintains the Campus Emergency Operations Plan (CEOP) and reporting structure at all campuses/centers as well as auxiliary partners where applicable to ensure the safety of our campus personnel during identified emergencies.

Serves as Tier II records management coordinator for assigned Campus/Center(s) Facilities/ Campus Operations departments; serves as subject matter expert and coordinator of other Tier II records coordinators for assigned campus/center(s); and prepares records disposition reports for submission to the Collegewide Executive Director of Campus Operations, Events, and Special Projects.

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Maintains asset/furniture/office inventory for official record; allocates office inventory as needs/requests arise; and projects scheduled or anticipated upgrades or special project needs, and provides those insights to department leadership for budgeting purposes. Manages the annual inventory process for the campus; assigns teams to complete the work; prepares, reviews, and maintains reports for regular status updates to college leadership; and provides status updates to cross departmental leadership.

Collaborates with the Executive Director of Campus Operations, Events, Rentals, and Special Projects, and serves as liaison to FSCJ's external strategic partnerships on assigned campus/center(s) providing auxiliary services such as bookstore (Follett), childcare (Chappell), food services (Subway, Skillet, Khloe's Kitchen, Kelly's, food truck vendors), vending machines (Canteen), University of North Florida/Hospital Corporation of America, City of Jacksonville, Jacksonville Fire and Rescue Department, Jacksonville Sheriff's Office, Duval County Public Schools, YearUp, and Goodwill.

Serves as department events coordinator for required Campus Operation/Facilities activities, such as workshops, meetings, annual training etc. Schedules and participates in campus leadership meetings, conferences and related activities.

Performs other duties as assigned.

### **SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

### **SUPERVISION EXERCISED**

Functional and administrative supervision is exercised over department personnel as directed.

### **MINIMUM QUALIFICATIONS**

Associate's degree from a regionally accredited college or university supplemented by three (3) years of related experience or a High School Diploma or high school equivalency degree supplemented by five (5) years of related experience. Must have effective written and verbal communications skills.

### **PREFERRED QUALIFICATIONS**

Bachelor's degree from an accredited college or university supplemented by three (3) years general business experience.

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

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

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

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

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

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to perform high school algebra and to utilize descriptive statistics.

**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 rapidly and accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload, 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). Must be able to communicate via telephone.

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 1/18/23

Revised: 8/2/23