Coordinator, Facilities Inventory

Job Code 00001502

General Description
Responsible for maintaining and updating the university’s facilities inventory.

Examples of Duties
Maintain, monitor and update the building and room inventory database.
Extract data from the facility database for analysis, evaluation and reporting.
Conduct an annual space audit.
Maintain and update user lists.
Prepare the classroom and lab utilization report.
Serve on feasibility study teams with regards to space management.
Develop the university’s official campus map.
Create and update web pages for divisional departments.
Design and administer surveys.
Conduct division technology audit and maintain the technology database.
Provide personal computer maintenance, hardware and software troubleshooting.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Applicable hardware and software, facilities database, HTML and web development; assessment tools.

Skill in: Preparing reports and correspondence; survey construction; communicating with others; proper coding for room and building inventory.

Ability to: Interpret instructions; analyze data and spreadsheets; communicate with others.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements