Facility Coordinator

Job Code 50011035

**General Description**
Coordinate all room and facility usage for Jowers gymnasiums, classrooms, and offices including key control, safety, and security. Develop five year facilities maintenance and improvement plan for budget development and implementation. Lead the facilities team for Jowers/Straham complex.

**Examples of Duties**
Coordinate the facility use between Dept. of HPER, Athletics, and Campus Recreation as well as other departments on campus and the general public. 
Work with facility team to insure proper facility use, regular maintenance, and repair when needed.
Develop the HPER facilities “Five Year Plan” to drive budget planning and allocation.
Develop security plan and investigate reported security infractions and problems.

**Knowledge, Skills, and Abilities**

**Knowledge of:** Basic spatial requirements for room use; University policy and procedure for operating P.E laundry and facilities.

**Skill in:** Preparing clear and accurate documents; develop rapport with clients; problem solving and decision making; management.

**Ability to:** Understand policy and procedure manuals; prepare budgets, timesheets, and inventory; train; perform basic secretarial skills; communicate effectively.

**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**