

Job Title:	Coordinator Logistics	Wage/Hour Status:	Exempt
Reports to:	Director Facilities & Construction	Pay Grade:	101
Dept. /School:	Facilities & Construction	Date Revised:	December 6, 2019

Primary Purpose

Assist in the coordination of major initiatives to ensure efficient delivery of the various projects under the Facilities and Construction Department.

Qualifications

Education/Certification

Bachelor's Degree and Two (2) years related experience
OR
High School Diploma/GED and Ten (10) years related experience

Special Knowledge/Skills

- Effective time management skills
- Knowledge with budgeting and analysis
- Strong organizational and communication skills
- Ability to use computer and software application

Major Responsibilities and Duties

1. Coordinate internal and external communication related to special projects.
2. Assist in effectively communicating and conducting planning meetings with various departments and campuses to implement and execute department tasks and programs.
3. Coordinate and manage project implementation, as assigned.
4. Maintain a professional level of confidentiality in office, regarding special projects.
5. Ensure all projects are delivered on time, within scope of work, and on budget.
6. Ensure resource availability and allocation for each project.
7. Develop detailed project plans to monitor and track progress.
8. Manage changes to the project scope, project schedule, and project costs.
9. Create and maintain comprehensive project documentation.
10. Work with outside agencies, school sites, and departments on a variety of projects; provide excellent customer service and develop and maintain professional relationships with internal and external stakeholders; respond to phone calls, e-mails, letters, and other communication.
11. Promote an organizational climate that is informative, timely, and responsive.
12. Maintain current knowledge and understanding of District policies.

Supervisory Responsibilities

Supervise all assigned personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; frequent prolonged and irregular hours. Require prolonged use of the computer, and repetitive hand motions.

Terms of Employment

226 days; salary to be established by the Board of Trustees; contingent on the availability of funding.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Patricia Cortez, at 230-2033; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Patricia Cortez al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.