

Job Title:	Coordinator Facilities and Construction	Wage/Hour Status:	Exempt
Reports to:	Executive Director Facilities and Construction	Pay Grade:	101
Dept. /School:	Facilities and Construction	Date Revised:	December 1, 2020

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

- Strong organizational, communication and interpersonal skills
- Knowledge of word processing, spreadsheets, and presentation software
- Knowledge of budgeting and bookkeeping processes
- Knowledge of construction and engineering processes

Major Responsibilities and Duties

1. Maintain budget records and spreadsheets on the various construction and engineering projects.
2. Assist in facilitating communication and ensure implementation of major initiatives in a timely and efficient manner.
3. Assist with planning key committee meetings, to include tracking, monitoring, and follow-up on progress of projects, action items that emanate from these meetings; preparing and developing agendas, memos, communication, and correspondence; identifying meeting participants; collecting, preparing, and distributing appropriate briefing materials; initiating subsequent follow-up meetings and communication for key stakeholders, as directed; anticipating and identifying issues for discussion at key management meetings while coordinating with internal and external stakeholders.
4. Monitor the department projects and ensure adequate delivery of such project by coordinating with project managers.
5. Participate in various meetings and activities related to the bond and any other major initiative.
6. Prepare comprehensive, accurate, and timely data analysis for decision making.
7. Gather data and conduct data analysis in consultation with clients and other users to provide information to the Executive Director for Planning and Engineering regarding problems affecting the District's facilities.
8. Assist in the assessment of the financial implications of both short and long-range decisions of the Department.
9. Support District-wide decision-making by gathering, analyzing, and reporting data on an on-going basis.
10. Ensure accuracy of calendar and determining staff appointments for external District meetings and events.
11. Conduct research to pertinent issues dealing with the Department.
12. Maintain current knowledge and understanding of District policies.
13. Participate in professional development activities and maintains current knowledge in education trends.
14. Assist with District's transformation processes and support teams to undertake process mapping activities and identify existing efficiencies.
15. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

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

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 for employees may be referred to the District compliance officer, Rosa Ramos at 230-2031; Application of Titles VI, VII, IX, and 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 para empleados pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre la aplicación del título VI, VII, IX y la Sección 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.