

JOB DESCRIPTION



JOB TITLE: *Facilities Administrative Coordinator*

FLSA STATUS: Hourly, Non-Exempt

PAY SCALE: \$22.00 - \$26.50/hr

DATE: 2026-2027 **DEPARTMENT:** Facilities

REPORTS TO: Facilities Director, Assistant Headmaster for Business Services, Headmaster, and Headmaster's Executive Secretary.

JOB SUMMARY:

The Facilities Administrative Coordinator primarily coordinates and performs a wide variety of support departmental needs, coordinate activities that will increase facilities department/office efficacy, and ensure the smooth daily operation of the facilities department campus wide. Duties require a high level of initiative, accuracy, independent judgment, fiscal awareness and respect for confidentiality. The Administrative Coordinator must know and be able to communicate departmental policy.

MAJOR RESPONSIBILITIES AND ACTIVITIES:

- ❖ Composes or assists with compiling materials for correspondence, memos, and documents from general instructions from director or supervisors.
- ❖ Process and route purchase requisitions to ensure appropriate approval for Department expenses while following established budget guidelines.
- ❖ Assist director and supervisors with department budget preparation and tracking budget expenditures.
- ❖ Receives facilities requests. Generates work orders and consults director to assign. Creates automatic recurring preventative maintenance tickets.
- ❖ Responsible for maintaining facilities database, adding, and deleting equipment for asset management.
- ❖ Supports director and supervisors with scheduled work for employees.
- ❖ Collaborate with IT to maintain CCURE Software for building access controls. Process, print and record employee key & ID Badge requests. Consults appropriate party for key permissions.
- ❖ Maintains databases, files, and various records for use by director and supervisors.
- ❖ Screens and sorts mail and telephone calls and routes to proper persons.
- ❖ Responsible for tracking, maintaining, and ordering supply inventory for department.
- ❖ Assist director and supervisors with researching and ordering parts.
- ❖ Assist director in soliciting project bids for general maintenance and special projects. Assist in project management.
- ❖ Assist director with environmental, health & safety compliance reporting, scheduling tests, inspections and recertifications for ANR and life safety systems.
- ❖ Responsible for maintaining and updating SDS sheets for multiple departments.
- ❖ Represent the Facilities Dept in correspondence with other departments or outside vendors.
- ❖ Coordinate with director and supervisors to organize annual trainings and professional development for the facilities team.
- ❖ Collect department invoices, balance statements and issue purchase orders for Directors sign.
- ❖ Reports construction advisories and facilities notices to affected occupants around campus.

- ❖ Performs other duties as assigned.

The Academy administration reserves the right to assign or reassign duties and responsibilities to this job at any time.

REQUIRED SKILLS AND ABILITIES:

- ❖ Strong communication, analytical and organizational skills.
- ❖ Ability to prioritize workload, receive direction from director and supervisors and assign responsibility as needed.
- ❖ The ability to work independently and perform multiple tasks simultaneously.
- ❖ Experience and adept with multiple platforms including MS Office product suite with proficiency in Excel, Google Suite, Zoom.

EDUCATION/EXPERIENCE:

- ❖ High School diploma required. Associate degree preferred; however, work experience may be substituted for this requirement.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to use a telephone, to enter data into a computer, tablet or other learning device; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom or office levels, and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 40 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are normally performed in a school/classroom or office environment. The noise level in the work environment is usually moderate.

BACKGROUND CHECK AND

FINGERPRINTING: The Academy conducts criminal record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. Job offer is contingent upon satisfactory maintenance or completion of our background and Child Abuse Registry reporting, and acceptance of our Sexual Harassment Policy.

I acknowledge that I have read and understand the above position description in its entirety, and I am capable of performing all of the stated requirements and essential functions as outlined. If I have any questions about the duties and responsibilities that I am asked to perform, I should discuss them with my immediate Manager, Department Chair or Human Resources Director.

I have discussed any questions that I may have had about this position description prior to signing this form.

Employee Signature

Date