

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	FR78
FLSA:	N
WC:	8810
PG:	507
EEO:	7

CLASSIFICATION TITLE: RAPSTC COORDINATOR

PURPOSE OF CLASSIFICATION

The essential functions of this classification are to plan, coordinate, and perform all facility administrative support functions and coordinate training activities, operations and maintenance of the Roswell/Alpharetta Public Safety Training Facility (RAPSTC).

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Maintains room reservation schedule for all RAPSTC meeting rooms, including after hour events; reserves and confirms requests and confirms there are no scheduling conflicts.

Serves as primary resource for implementation and completion of RAPSTC maintenance projects. Identifies vendors and obtains price quotes for approved projects not requiring formal bid. Evaluates vendor proposals; works as vendor liaison to provide and receive information; oversees contract adherence; responds to issues and priorities as they arise. Provides project updates and shares relevant information with Department Manager. Prepares and updates project tracking documents.

Oversees purchasing and accounts payable for RAPSTC; processes documentation; prepares purchase orders and enters purchasing data into computer; reviews invoices or other documents for accuracy; researches discrepancies, assigns proper accounting/budgetary codes, obtains proper signatures, and forwards for payment; maintains files and records; responds to billing inquiries.

Administers ongoing maintenance, service, and repair contracts for facility operations.

Administers keyless entry system and records of keys issued.

Processes documentation pertaining to budget or general financial management; assists with budget development and preparation; enters budget data into computer; monitors expenditures to ensure compliance with approved budget; coordinates internal accounting activities.

Ensures facility compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Communicates with City management personnel, employees, other departments, elected officials, the public, consultants, contractors, engineers, architects, vendors, service representatives, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Serves as liaison between RAPSTC and other departments/divisions, staff members, City officials, the public, community leaders, outside agencies, or other individuals or organizations for the distribution and receipt of routine information; interacts with various officials and dignitaries involving sensitive client relations; conveys information among agencies, division/department personnel; circulates documentation to appropriate agencies and departments.

Investigates and resolves student and staff complaints

Prepares, receives, proofreads, and/or requests various forms, reports, correspondence, lists, notices, schedules, procedures, manuals, calendars, attendance records, check requests, purchase orders, requisitions, budget documents, contracts, agreements, statistical reports, incident/accident reports, work order requests, charts, graphs, spreadsheets, or other documents; reviews, completes, processes, forwards or retains as appropriate.

Drafts and administers facility operating procedures. Assists with the management of the EMS program to ensure instructor compliance and certification for Satellite Provider status. Prepares or completes various forms, reports, correspondence, purchase requisitions, budget documents, committee reports, key issue records, or other documents.

Manages the inventory of facility supplies and forms; ensures availability of adequate materials to conduct work activities; initiates requests/orders for new or replacement supplies; obtains competitive price quotes, maintains department budget for purchases.

Attends meetings, as needed; represents the department at meetings; serves on committees and makes presentations as needed. Attends training meetings, workshops or seminars as necessary to enhance job knowledge and skills.

Keeps files, contracts, and other records for the facility.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Operates a personal computer, scanner, telephone, postage machine, shredder, general office equipment, two-way radio, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, presentation, graphics, desktop publishing, e-mail, Internet, or other computer programs; provides training and/or technical support for other system users; performs basic maintenance of general office equipment, such as replacing paper, ink, or toner.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in business, public administration, contracts administration or a related field preferred; High school diploma or GED; supplemented by two (2) years previous experience and/or training involving supervision, project coordination, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Requires knowledge of standard clerical practices and procedures; modern office technology, including the use of computers for word and data processing, records management; recordkeeping, report preparation and filing systems and methods. Must be able to maintain a variety of records and files; effectively

use computers for word and data processing, records management; deal tactfully and effectively with persons contacted in the course of work. Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position. Requires basic understanding of the principles, practices, and methods associated with building maintenance trades, including construction, electrical, plumbing, HVAC, mechanical, carpentry, and/or custodial maintenance; requires knowledge of the laws, standards, and regulations pertaining to building operations and fire safety; requires knowledge of established safety rules and departmental policies and procedures; requires general knowledge of the principles of supervision; requires basic knowledge of the purpose and safe operation of various tools and equipment used in building maintenance trades; must be able to effectively lead assigned staff and to plan/direct the work of subordinates; must be able to interact tactfully and courteously with the general public; and must be able to work evenings and weekends on a scheduled and/or emergency basis.

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity and in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, humidity, temperature and noise extremes, fumes, hazardous materials, machinery, electric currents, traffic hazards, bright/dim light, or toxic agents.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.