

The University of Akron
Classification Specification

Job Title:	Coord Physical Fac Admi	Job Code:	45173
Job Function:	Staff	Grade:	118
Job Family:	Unclassified	FLSA:	Non-Exempt
SOC Description:	5000 Facilities Management Division	Date:	8/12

Job Summary:

Oversee and coordinate the office functions for Facilities Administration, while providing administrative support to Directors, Managers and Supervisors.

Essential Functions:

20%-30% Coordinate the daily assignment of duties and responsibilities to personnel. Evaluate current work processes and make recommendations for future changes, while enforcing policies and procedures. Administer the employee record keeping process assuring compliance with state, local, University and Union contracts, policies and regulations.

30% Manage the recruitment process for PFOC. Schedule interviews and conduct orientations. Act as a liaison for personnel actions to Human Resources.

20%-25% Provide administrative support to Directors, Managers and Supervisors. Research, analyze and compile data for Management to utilize for decision making and planning purposes. Solve problems and perform troubleshooting duties. Respond to questions and information requests from various areas.

15%-20% Contribute to the functionality and effectiveness of Physical Facilities' Maintenance Management System, WebTMA, by auditing and updating data on a continuing basis to ensure accuracy. Participate in system upgrades and testing as needed. Assist in the processing of employees' payroll.

10% Responsible for researching and composing the corrective actions issued to unclassified, classified and union information in compliance with University policies and/or the bargaining agreement. Manage related records and databases accordingly.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 6 years experience in office management while performing supervisory, clerical and administrative duties. Computer skills including word processing, spreadsheet and database capabilities required. Strong organizational, problem solving and task management skills required. Experience in a higher education environment preferred.

Leadership:

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.