



FACILITIES OPERATIONS COORDINATOR

SUMMARY

A highly organized individual and an excellent communicator with the primary responsibility of assisting with a range of projects that include research, planning, management, scheduling of timelines, deliverables and budget while also providing critical administrative support for certain aspects of the Transportation and Public Safety Departments. A high degree of adaptability is required to navigate the dynamic needs and activities of each department while also having the innate ability to operate confidentially and independently as certain responsibilities, including overall responsibility for projects may increase over time. This position will report to the Director of Facilities Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The Director of Facilities Operations may designate various other activities. *The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable accommodation.*

Project Facilitation

- In collaboration and coordination with the Public Safety & Transportation Department's subject matter expert (SME) assigned to specific department projects, as well as other designated MCCA Department and contractor project leads:
- Facilitates scope management, schedules and budgets for all assigned projects
- Executes project work plans; revise as necessary to drive projects to completion
- Coordinate and manage project resources and contract staffing
- Coordinate and facilitate project team meetings
- Manage and review deliverables; present deliverables and project updates to Director of Operations and/or their designee
- Identify areas for project improvement and growth and present such opportunities to the Director of Facilities Operations and/or their designee.
- Conduct research, compile and type statistical reports

Departmental Support

- Attends staff meetings and promptly record, transcribe, and distribute minutes of meetings to any and all concerned parties.
- Analyze and organize office operations and procedures such as maintaining all filing systems
- Coordinate and arrange staff meetings, prepare meeting agendas, reserve and prepare conference room facilities as required.
- Prepare confidential correspondence, agendas and notices.
- Work independently on special projects as needed.
- As needed, act as a contract administrator

SUPERVISION RECEIVED: Supervision is provided by the Director of Facilities Operations and includes assignment of duties, inspection of work, training, coaching, and performance evaluation.

EDUCATION/EXPERIENCE: Bachelor's degree in a related field is preferred. At least one year of directly related, full-time work experience is required preferably in facility operations, and experience supporting management. A highly organized professional, capable of handling complex situations and discreet in handling confidential information. Excellent verbal and written communication skills. Proficient with all Microsoft Products, particularly MS Word, Excel and PowerPoint, and willing to learn and use financial systems. Individual should be energetic and focused with a take-charge, get-it-done personality. Positive and collaborative working-style is a must, with a proven ability to multi-task, prioritize and meet deadlines. A high degree of flexibility.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK SCHEDULE: The work schedule for this position typically fluctuates based upon the needs of a particular event or project, which would require the ability to work a flexible schedule including late nights, early mornings, long days, weekends and holidays. Travel to other MCCA facilities may be required.

DRESS CODE: In order to project dignity and decorum expected by the public, appropriate dress and good grooming are expected of all employees.

To apply online please visit <https://home.eease.adp.com/recruit/?id=11224791>