



Cow Creek Government Office

Facilities Coordinator

Job Code: 1521
Department: Housing/Facilities
Location: Roseburg, OR.
Minimum Hourly: \$22.04

POSITION PURPOSE:

Provides administrative, clerical and building maintenance support to the Facilities Director. Duties require independent judgment with an understanding of Facilities Department functions. Handles confidential and sensitive information related to a wide variety of topics.

ESSENTIAL FUNCTIONS:

- Perform general office duties and clerical support to Facility and Housing team.
- Coordinate with contractors to provide bids, contracts, insurance received, and coordinate scheduling of work with contractor, building/home occupants, facility team and housing team.
- Create contractor contracts for team review.
- After contracts are approved by team, manage routing of contracts to get them approved quickly.
- Create and coordinate distribution of a variety of notices to occupied homes and buildings.
- Develops and maintains an efficient filing system to make updating and retrieving files easier.
- Develop and assist with getting all archived files organized and streamlined.
- Use all department software programs and learn new programs as needed. Yardi, Upkeep, new housing program interface, Microix, and others as needed.
- Train other staff members as needed
- Assist with housing programs as needed due to staffing.
- Ensures accuracy of information by proofing data prior to copying and disseminating.
- Enters check requests into the accounting system for facilities and housing as needed.
- Duplicates, assembles and distributes a variety of documents.
- Maintains confidentiality information in verbal, written and electronic information. Limits access to information on a job-related, need-to-know basis.
- Learn and maintain non-capital equipment inventory data base software.
- Greet and announce guests in a professional manner.
- Answer and route calls on a multi-line phone system
- Take complete and accurate messages.
- Order and maintain general inventory of office supplies.

- Work with team on streamlining orders and inventory system.
- Notice repeated situations or issues with workorder flow and suggest possible solutions to team. If accepted implement changes and update procedures as necessary.
- Work with team to create procedures to ensure streamlined and efficiency improvements.
- Generates professional correspondence at all times.
- Works to build good professional reciprocal relationships with Facilities, Housing, Maintenance crews, Other Gov Employees, contractors and vendors to ensure that we have timely Responses to emergency items.
- Creates list of contractors and vendors to call if and when emergency issues arise.
- Other duties, as required.

QUALIFICATIONS:

- High School Diploma or GED required.
- 2 years' experience working in a professional office environment.
- Intermediate skills with Microsoft applications required, including Word, PowerPoint and Excel.
- Ability to type 60+ wpm.
- Must have excellent organization skills as well as be able to multi-task.
- Must be able to perform tasks with speed and accuracy.
- Must possess excellent communication skills, including verbal and written.
- Possess the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Requires the ability to independently perform all of the duties of the position efficiently and effectively.
- Understanding of accounting systems and controls, accurate data entry skills.
- Strong filing and organizational/prioritization skills.
- Ability to adjust to quickly changing duties and assignments.
- Must have a current valid Oregon Drivers' License.