

SNOHOMISH COUNTY JOB DESCRIPTION

FACILITIES MANAGEMENT OFFICE COORDINATOR

Spec No. 6336

BASIC FUNCTION

To provide administrative, fiscal and project management support services to the Facilities Management department.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists the Administrative Operations Manager in coordinating, developing and completing the annual budget with department staff; enters budgetary data in budget development database; writes and edits budget decision/priority packages as requested.
2. Develops and calculates the annual space rent charges for the annual budget by compiling, maintaining, and updating the space allocation database; determines cost per square foot charges, calculates projected increases in leased space costs.
3. Develops and maintains inventory of vending machines in county owned and leased facilities; coordinates service contracts between vendors and monitors to ensure compliance with state, local and county requirements; coordinates with vendors and county departments for the addition or removal of vending machines and/or related product; handles all complaints and requests for service.
4. Prepares and distributes reimbursable services agreements to County departments; processes interdepartmental accounts receivables for parking services; prepares advices of charges, and coordinates journal entries as required in accordance with county service agreements.
5. Monitors and tracks actual expenditures and revenues against department 's operating budget; prepares financial and management reports as requested; prepares budget transfers as needed; tracks and compiles performance measures data on a periodic basis.
6. Generates reports for the annual end-of-year inventory report and finalizes its publication; reviews and updates the values of the building contents per assigned department in all county owned and leased facilities for the annual insurance report.
7. Administers the open space program according to established policies, practices and procedures; receives, reviews and processes requests for use of County space for events; coordinate operational, legal and risk management issues with appropriate personnel.
8. Assists the general public on the phone or in person by answering questions, explaining services, policies, and procedures related to property management, parking operations and other departmental functions as assigned; locates information from county records and provides to public or co-workers as requested; updates inventory files as needed.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Provides general administrative support and coordination services to all divisions of Facilities Management as assigned; assists the department's Public Disclosure Officer in managing public disclosure issues and processes; assists department staff in preparation and monitoring of Executive/Council Action form.
10. Reviews and updates the internet and intranet web pages for Property Management and Parking; develops, recommends, and implements an approved marketing plan for the sale of surplus property over the internet.

STATEMENT OF OTHER JOB DUTIES

11. May perform the duties of the Property Coordinator as needed.
12. May perform the duties of Accounting Technician II as needed.
13. Performs related duties as required.

MINIMUM QUALIFICATIONS

An Associates degree in business administration or related field; PLUS, three (3) years experience in a public sector office setting; OR, any equivalent combination of training and/or experience that provide the required knowledge, and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State driver's license is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- government accounting and budgeting concepts, practices and procedures;
- computer technology;
- office practices and procedures;
- basic mathematical calculations and computer formulas;
- proper English, spelling, grammar, punctuation and word usage.

Ability to:

- analyze and resolve work related problems;
- operate computer equipment and software programs;
- exercise initiative and judgment and make decisions within the scope of assigned authority;

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KNOWLEDGE AND ABILITIES (Continued)

- establish and maintain effective work relationships with department personnel, public and private officials, other county employees and with the general public;
- operate standard office equipment;

SUPERVISION

Employee receives limited supervision from the Administrative Operations Manager or an administrative superior as assigned. The work is carried out independently in accordance with instructions, established policies and accepted practices. The work is reviewed by periodic performance evaluations.

WORKING CONDITIONS

The work is performed in the usual office environment. Travel is required to various sites throughout the county. Working outdoors in various types of weather may be required.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 2005
EEO Category: 6 – Administrative Support
Pay Grade: 235 - Classified Pay Plan
Workers Comp: 5306 Non-Hazardous