

CLASS SPECIFICATION

Town of Hilton Head Island, South Carolina



This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title:	Facilities Business Coordinator
Department:	Public Projects & Facilities
Class Code:	3129
Salary Grade:	G11
FLSA Designation:	Non-Exempt

General Statement of Duties

The principal function of an employee in this class is to manage the Division's business operations to include budget development and execution, approval of purchases for goods and services, and oversight of front desk sales and operations. The work is performed under the supervision and direction of the Facilities Contracts and Services Administrator, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with the, the Facilities Contract and Services Administrator, the Assistant Facilities Manager, other Town management and personnel, law enforcement personnel, area businesses, contractors, vendors, and the general public.

Examples of Essential Functions

(Examples are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position. Members of this classification may be required to perform a combination of the tasks below.)

- Manages the Facilities Management business operations;
- Manages the Division's budget; drafts and executes Division's annual General Fund budget; prepares required documentation in Finance provided Excel worksheets, enters budget in Munis, provides budget reports, and submits budget to Department head;
- Oversees, manages, tracks, and reconciles operational procedures of the Division's p-card purchases, usage, and limits. Serve as the Account Group Manager and point of contact for any p-card questions or problems that may arise from Division staff. Alert staff of p-card statement closing in software and collect all necessary paperwork to collate expenses;
- Manages, oversees, and approves sales, inputting, and collating of all beach revenue paperwork from the Facilities Business Assistant and the Revenue Specialists in the Business License department. Reviews and approves daily and monthly revenue recap reports. Manages filing and documentation of beach revenue to ensure organization of records;
- Manages and assists in front desk duties of the Facilities Business Assistant in relation to beach revenue and pass sales, customer relations and inquiries, and maintenance and proper filing of pass applications;
- Tracks expenses, provides purchase orders, and properly codes all submitted invoices to ensure proper and timely payment to vendors and contractors. Problem solves any payment discrepancies or tracking with vendors and contractors;
- Manages day to day fiscal responsibilities of the Division: answers daily phone calls from Finance, contractors, and Division staff regarding budget and purchasing inquiries, maintains expenditures list sorted by location to keep a total of funding spent per location, ensure monthly check requests are routed for payment on leased locations;
- Manages Divisions financial software programs and operation of data entry to ensure accuracy in iMaint, Munis, Parking Track, and p-card software;
- Manages Facilities Financial Software program and operations;
- Assists with managing contracted services, including ensuring services are rendered satisfactory and in compliance with contract and inspecting completed work;

- Assists with Town Capital Improvement Projects as assigned, including securing design services, developing project specifications, and monitoring work progress from inception through completion;
- Manages beach revenue process including collection, accounting, deposits, audits, and preparing fiscal beach services revenue projections;
- Provides direction concerning Town safety program; enforces safety regulations; assesses and reports workplace and work activity safety risks; ensures staff understands safety regulations/procedures and completes required safety training (*See Safety Manual for details*);
- Performs emergency or disaster-related duties as assigned;
- Performs other directly related duties consistent with classification role and function.

Knowledge, Skills and Abilities

- Knowledge of principles, practices, programs, policies, and procedures of the Division;
- Knowledge of accounting, record-keeping, and reporting principles and procedures;
- Knowledge of municipal budget preparation and control;
- Knowledge of maintenance management practices and techniques;
- Knowledge of basic principles and practices of construction, maintenance, and repair activities specific to the maintenance and repair of Town properties and facilities;
- Knowledge of basic safety principles and practices of construction, maintenance and repair activities;
- Knowledge of related Federal, State, and local ordinances and regulations related to operation, construction and maintenance work;
- Knowledge of Beach Services ordinances, regulations, standards and operations;
- Knowledge of parking enforcement procedures; parking districts, and towing procedures;
- Knowledge of supervision, training, and performance evaluation;
- Knowledge of procurement management;
- Knowledge of project management;
- Knowledge of basic math and statistical analysis;
- Knowledge of planning, scheduling and managing of work processes;
- Ability to manage multiple, complex projects;
- Ability to manage and coordinate the work of technical and clerical personnel;
- Ability to organize, direct, and implement maintenance and repair schedules;
- Ability to perform light maintenance and repair work at Town facilities and properties;
- Ability to identify work hazards or liabilities that may be encountered in the course of performing work duties;
- Ability to efficiently operate light and medium duty equipment, hand and power tools, and other equipment related to functional area of assignment;
- Ability to prepare comprehensive reports and determine cost effective ways of conducting assigned Division operations;
- Ability to estimate time, materials, and supplies required to complete assigned projects;
- Ability to effectively interpret and apply Town ordinances governing beach properties;
- Ability to coordinate and supervise events at the beach;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Minimum Qualifications

- Associate's Degree in Business Administration or related; and
- Considerable business, finance or accounting experience; or
- Any combination of education, experience, special qualifications and training that provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work;
- Valid Driver's License.

Work Conditions and Essential Physical Abilities

The principal duties of this class are performed in a general office environment and at a variety of Town properties and facilities, subject to a variety of weather conditions and terrains, include varied work schedules, and require the following essential physical abilities:

- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects;
- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium;
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized;
- Crawling: Moving about on hands and knees or hands and feet. Crouching: Bending the body downward and forward by bending leg and spine;
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- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips;
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling;
- Grasping: Applying pressure to an object with the fingers and palm;
- Handling: Picking, holding, or otherwise working, primarily with the whole hand;
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound;
- Kneeling: Bending legs at knee to come to a rest on knee or knees;
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles;
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes;
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion;
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward;
- Reaching: Extending hand(s) and arm(s) in any direction;
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers;
- Standing: Particularly for sustained periods of time;
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles;
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other;
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading;
- Visual Acuity 2: Including color, depth perception, and field vision;
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures;
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment;
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.