

EMERGENCY SERVICES EDUCATION CENTER FACILITY COORDINATOR

JOB DESCRIPTION METROPOLITAN SCHOOL DISTRICT OF WAYNE TOWNSHIP

PURPOSE: To manage the administrative functions for the ESEC office.

PERFORMANCE RESPONSIBILITIES:

1. Oversee office operations and procedures (ie. Filing system, requisitions, clerical functions, record keeping, inventory management, correspondences.)
2. Organize and schedule meetings and trainings for grounds personnel.
3. Manage invoices for vendors, fire departments and office tenants.
4. Develop and implement office procedures and standards that are conducive to efficient operations.
5. Oversee planning and execution of company events.
6. Ensure security, integrity and confidentiality of data.
7. Prepare financial reports.
8. Operate a variety of technology applications.
9. Provide assistance to customer inquiries.
10. Manage internal staff relations.
11. Performs such other tasks and assumes such other responsibilities as the superintendent or designee may assign.

Updated: October 15, 2019