

EMERGENCY SERVICES EDUCATION CENTER FACILITY MANAGER

JOB DESCRIPTION METROPOLITAN SCHOOL DISTRICT OF WAYNE TOWNSHIP

PURPOSE: To provide management of the ESEC office, vendor contracts, tenants, and the conference center.

PERFORMANCE RESPONSIBILITIES:

1. Manage contract and price negotiations with vendors, fire departments and office tenants.
2. Assign and monitor clerical, administrative and secretarial responsibilities and tasks among office staff.
3. Perform review and analysis of special projects and keep the management properly informed
4. Determine current trends and provide a review to management to act on
5. Ensure top performance of office staff by providing them adequate coaching and guidance
6. Responsible for ensuring office financial objectives are met by preparing annual budget for the office, planning the expenditures, analyzing variances and carrying out necessary corrections that may arise
7. Responsible for developing standards and promoting classes/trainings that enhance operational procedures
8. Allocate available resources to enable successful task performance
9. Coordinate office staff activities to ensure maximum efficiency
10. Evaluate and manage staff performance
11. Coach, mentor and discipline office staff
12. Analyze and monitor internal processes
13. Implement procedural and policy changes to improve operational efficiency
14. Prepare operational/financial reports and schedules to ensure efficiency
15. Performs such other tasks and assumes such other responsibilities as the superintendent or designee may assign.

Updated: October 15, 2019