



CATALINA ISLAND CONSERVANCY

JOB DESCRIPTION

POSITION: Facilities Operations Coordinator STATUS: Full-time, Non-Exempt

DEPARTMENT: Facilities

REPORTS TO: Facilities Mgr/Vehicle Fleet Mgr

UPDATED: June 2022

POSITION SUMMARY:

Provides administrative, operational, and analytical support to the Facilities Manager, in the support of the Department's operations across the Island. This includes management of calendars, budgets, communications, processes, monitoring, and reporting on the status of work assignments given to staff members, conducting research for special projects which may include data gathering, analysis and report or correspondence preparation. The position interfaces with the department's staff, other departments, the management team and must be able to function in a highly professional and confidential manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates the operation functions: including project calendars, deadlines, budget oversight, coordination of deliverables, and associated correspondence.
- Manages the tracking and coordination of a wide set of active projects and initiatives.
- Oversees the timely production of budgets and project reports.
- Researches, evaluates, develops, and oversees implementation of strategies that help meet the department's goals.
- Researches the permit process, coordinate inspections and assist with contractors
- Organize, track, and distribute maintenance work orders.
- Prepare and distribute staff meeting agendas and minutes.
- Track progress of project assignments to staff, identifying needs and ensuring resources are made available and deadlines are met. Provide updates to Facilities Manager on a weekly basis.
- Maintains Department's calendar.
- Coordinates vehicle maintenance schedules.
- Maintain equipment inventory and repairs
- Orders materials and office supplies.
- Creates and maintains multiple databases, DMV License, Titles/Ownership, Excel spreadsheets, Work documents and PowerPoint presentations.
- Assists in the preparation of funding proposals.
- Maintains office records, credit card statements and common-use Department files.
- Manages other Special Projects as developed and assigned, collaborating with other departments and employees to assemble teams with appropriate skills and knowledge to contribute to special projects.
- Responsible for receiving all daily work records of staff, ensuring timecards are completed properly and all payroll/ADP processing is completed and submitted in a timely manner.

- Monitors department contracts for compliance, assist with contract development.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

Knowledge and Skills:

- Strong personal communication skills and basic technical skills including basic computer office programs (basic Word, Excel, PowerPoint).
- Project management concepts and techniques.
- Budgetary concepts and procedures.
- Principles and practices of office administration.
- Two-way radio protocol.
- Organize, coordinate, and prioritize a variety of assignments with varying deadlines.
- Work effectively under pressure with frequent interruptions.
- Establish and maintain professional internal and external working relationships.
- Excellent organizational and multi-tasking skills.
- Valid CA driver's license with passenger endorsement.

EDUCATION/EXPERIENCE:

- High school diploma required or GED equivalent.
- At least 3 years administrative/operational experience in the Construction field, design, development, and management of projects required or an equivalent combination of education and experience.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must live and work on Catalina Island
- This position may require the employee to work approximately eighty-five percent (85%) of the time in a climate-controlled office environment with moderate noise levels and a non-smoking environment.
- Work location is at Middle Ranch, Avalon, CA. Field conditions are strongly weather-dependent and may be windy, hot, dusty, cold, muddy and/or wet depending on season and the degree of exposure. Smoking is allowed only at limited designated field sites (during required breaks and meal period). Work may be conducted independently or with groups of staff and volunteers. Typical hiking conditions include very steep, rugged terrain on unstable rocky substrate with poison oak and cactus. Wildlife may be encountered in the field and pose some threat.