

Job Description

Position Title: Specialist, Facilities Assessment Data

Job Group: Facilities

Job Level Group: Professional Intermediate

FLSA Status: Non-Exempt

Position Summary:

The Facilities Assessment Data Specialist is the primary contact for all things related to the College's Work Order and Facilities Assessment Systems. Ensures proper data entry and data retrieval by users ensuring information is accurate and up to date. Retrieves data, creates reports and analyzes data within the Work Order and Facilities Assessment Systems. May be assigned to multiple Directors to provide data tracking and analysis for the Facilities Department as directed. Provides input on data interpretation and recommendations.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Manages day to day operations, coordination and support for capital planning, assets and space planning systems. Researches, interprets, updates and maintains a variety of capital planning and related records and databases.
2. Monitors and reconciles systems data for completeness and integrity for accurate reporting. Recommends audits to correct/ update data. Performs monthly monitoring of data recorded including the status of ongoing projects, service demands and available resources.
3. Researches, analyzes, and prepares various administrative reports creating files subject to internal and external audits. Provides weekly, monthly and annual reports as assigned.
4. Provides cost/benefit reporting and other analysis to support Departmental capital planning, deferred maintenance and space planning.
5. Gathers data and provides preliminary recommendations and coordinates capital and asset management maintenance plans (preventive, predictive) towards improving FCI.
6. Troubleshoots systems and applications and assists users with errors. May contact vendor to minimize disruption of services. Provides updates to supervisor regarding system outage.
7. Provides training on assigned systems and leads workshops for faculty, staff and/or maintenance personnel on proper usage of systems.
8. Provides reporting support in regard to the College climate action plan and sustainability efforts.
9. Provides reporting support as directed to Facilities Managers/ Directors to ensure Departmental/College goals are met. May provide recommendations regarding reporting methods and reporting practices.

10. May prepare, review, and provide input on technical proposals and related documents for applicability to College needs as needed.
11. Works closely with Business Services Manager to reconcile and verify accounting accuracy. Maintains positive working relationship with internal and external business partners.
12. Participates in professional development to ensure knowledge and ability to use all assigned record and database systems is current.
13. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of computer and network operating systems
2. Knowledge of regulatory compliance principles and practices
3. Skill in effective communication (both written and oral)
4. Skill in budget/ resource management
5. Skill in performing a variety of duties, often changing from one task to another of a different nature
6. Skill in problem solving
7. Skill in project management principles, processes, and techniques
8. Ability to adapt to a rapidly changing technical environment
9. Ability to adapt and maintain professional composure in emergent and crisis situations
10. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
11. Ability to maintain effective and positive working relationships
12. Ability to operate relevant equipment required to complete assigned responsibilities for the position
13. Skill in program development and process improvement

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Vocational or technical training/High school diploma or GED in Information Technology, Business Administration or a closely related field of study required.
- Bachelor's degree in Information Management or a closely related field of study preferred
- One (1) year of related experience required.
- One (1) to three (3) years of related experience preferred

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, crawl, climb, balance, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening and weekend work hours
- Pre-employment Background Check Required
- Valid AZ Driver's License