



NEW: 05/08/2018
 Submitted: 07/01/2018

JOB TITLE:	COORDINATOR SUPPORT SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8027
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Responsible for the overall planning, designing, and implementation of support systems solutions to support the department. Assists in the development of district level projects and their implementation. Coordinates technical support with all departments and other stakeholders.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Ensures all business operations within the department are automated and effective
- Provides systems support to ensure all users are providing timely, effective and efficient services
- Implements, trains, and supports all staff involved in projects and provides necessary support
- Assists in the development of state and federal mandated reports
- Coordinates the day-to-day use of systems across the department to ensure all operations are fully automated and supported
- Assists in planning, designing, and implementing systems to maintain and improve asset tracking, supply tracking, and warehouse management. Specifically using modern data capture technology (scanning) and modern tracking systems
- Ensures all staff are trained and properly using the work order system as well as other innovative new technologies
- Other duties as assigned

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively. using speech, vision and hearing. The work at times requires the use of hands for simple grasping, pushing, and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push, or pull weights and being around moving machinery, exposure to dust, fumes, and gases light weights.

MINIMUM QUALIFICATIONS

- Associates Degree or equivalent experience
- Five 5) years working experience working in technical support or related environment
- Expertise with designing and leading the deployment of new technology and systems
- Strong communication and organization skills and ability to work independently

DESIRABLE QUALIFICATIONS

- Bachelor's Degree
- Experience managing a small team
- Experience with Asset Management and Inventory operations