

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, equity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

**Position Purpose:** Reporting to and under general direction of the Director of Capital Planning, Design and Construction, with additional lead work direction provided from other members of the Facilities Management team, the Facilities Administrative Coordinator (Coordinator) initiates and coordinates a variety of administrative duties in support of the Facilities Department. The Coordinator is responsible for coordination of the entire administrative support functions for a large/complex administrative unit which consists of various trades teams and leadership. The Coordinator often makes recommendations related to operational and policy matters and evaluates work procedures; coordinates and executes large scale, complex projects with broad, visible impact which involve overseeing coordination with other departments. Work involves identifying needs, planning and initiating projects, coordinating and delegating work and seeing a project through initiation, execution, coordination, implementation and evaluation. Contacts involve interaction with all levels inside and outside the university, and incumbent typically provides lead work direction to other staff.

**Major Duties:** Major duties of the position include, but are not limited to, the following:

- Coordination of administrative duties in support of department; maintain, gather, and organize data and information for various purposes including, but not limited to, tracking, monitoring, coordinating and/or compiling department activities, programs/events, budgets and financial data; and compile and prepare various reports, including, but not limited to, work requests and work orders, trainings, professional memberships, protective personal equipment (PPE), uniforms, and equipment.
- Provide coordination and support on small- and large- scale department projects. Projects are large and complex with broad, visible impact that involve coordination with other departments. Projects are coordinated through initiation, execution, coordination, implementation, and evaluation.
- Assist with minor technological support of equipment and department software and devices to users.
- Monitor, balance, and reconcile budget transactions.
- Enter data into databases, including, but not limited to, Smartsheet and updating information, creating quotes, and coordinating CFS and approvals in CMMS.
- Provide lead work direction, training, and guidance of other administrative support staff and/or clerical student assistants. Ensure accountability of work flow and completion of work.
- Provide trainings to users of department software and business practices, and protocols.
- Interpret and apply university and department policies, procedures, and mandates to day-to-day operations.
- Evaluate operational and procedural matters and make recommendations to the Leadership Team.
- Support division and university tasks and projects as needed.
- Provide backup administrative support and office coordination to support unit work flow, projects, programs, policies, and procedures.
- Provide support to frontline operations; general office assistance; record-keeping and tracking; update and maintain forms and handouts for department use; receive calls and greet visitors while ensuring smooth operations of the main office.

**Secondary Duties:** Performs other secondary duties as assigned.

**Work Environment:** Duties take place primarily in an office setting however additional duties may be performed in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. The normal work schedule is Monday through Friday aligned with

regular campus hours. Your specific start time is determined by your Appropriate Administrator. As a non-exempt employee, any request for overtime will be specified and pre-approved by Appropriate Administrator. Evening and weekend hours may be required and will be specified only by the supervisor to meet operational needs. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. The position may require occasional travel, by automobile and airplane, and the incumbent must be able to work some night and weekend hours with overnight stays.

The incumbent is working in a shared office where there is heavy traffic, multiple interruptions and noise from office equipment and/or nearby conversations. This position requires, with or without reasonable accommodations, the ability to frequently sit, move or stand for office and/or event functions, be at a computer for 6-8 hours/day, occasionally reach with hands and arms, climb or balance, stoop and kneel and lift objects of up to 20 lbs in weight.

**Minimum Qualifications:** This position requires a high school degree or technical/vocational program degree, and a minimum of two years administrative work experience involving program administration and/or an equivalent combination of education and experience involving study, analysis, and/or evaluation leading to the development of improvement of administrative policies, procedures, practices, or programs. Intermediate knowledge and experience with database systems and experience working in a Facilities management environment and a university setting is preferred. Intermediate proficiency with computers and Microsoft Office Suite (Word, Excel, PowerPoint) is required. Knowledge of Google Suite, computerized work control system, Smartsheet and PeopleSoft preferred. The incumbent must possess and/or obtain and thereafter maintain a California Driver's License valid for the operation of any vehicle or equipment required to maintain and operate. Bilingual (Spanish) is preferred.

In addition, to Position Skill Level I knowledge and skill requirements, work assignments typically require:

- Comprehensive and detailed knowledge of the university infrastructure, policies, and procedures;
- Thorough mastery of English grammar, punctuation, and spelling;
- Expertise in using office software packages, technology, and systems;
- Ability to learn, interpret, and apply a variety of policies and procedures independently, and use judgment and discretion to act when precedents do not exist;
- Ability to troubleshoot most office administration problems and respond to all inquiries and requests related to work area;
- Ability to understand problems from a broader perspective and anticipate the impact of office administration problems and solutions on other areas;
- Ability to analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions;
- Ability to perform business math, analyze budgetary data, and make accurate projections requiring some inference;
- Ability to effectively write and present own reports;
- Ability to maintain accurate records with a high level of attention to detail;
- Ability to independently handle large, multiple work unit priorities, projects, and meet critical, cyclical deadlines in a timely manner; prioritize multiple tasks to meet changing priorities;
- Ability to solve problems using reasoning and judgment to develop practical, thorough, and creative solutions;
- Ability to use negotiation and persuasion skills to achieve results and expedite projects.

The incumbent must be able to provide outstanding customer service to students, staff, faculty, and visitors while working in a professional, fast-paced environment; exercise discretion when handling interpersonal situations and matters of a confidential nature; and possess experience responding with sensitivity to individuals from diverse backgrounds. Must possess strong organizational skills and have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents.



Must have the ability to work effectively both independently and as part of a team and be able to accept constructive feedback. Must also possess the ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties. May be required to meet the standards of the University Conflict of Interest policy if performing purchasing with a university Pro-card.