

JOB DESCRIPTION

TITLE

COORDINATOR OF THE CAPITAL IMPROVEMENT PLAN AND ASSET MANAGEMENT

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree from a four-year college or university; or three years related experience and/or training; or equivalent combination of education and experience which provides the required knowledge, skills and abilities for this position. Basic computer skills required (e.g., Microsoft Office, Databases).
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts of basic algebra.
Certificate/License	N/A
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exist. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in

the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Executive Director for Financial Services

GENERAL RESPONSIBILITIES

1. Coordinates and manages the development and implementation of the 5/10/20 Year Capital Improvement Plan.
2. Coordinates the development and submission of the 5-Year District Facilities Work Program.
3. Coordinates all aspects of the inventory and physical asset management program.

SPECIFIC RESPONSIBILITIES

1. Supervises and evaluates the inventory specialist and clerk.
2. Supervises and evaluates bookkeepers as assigned.
3. Maintains Florida Inventory of School Houses (FISH) database and submits reports as required.
4. Coordinates the development and implementation of the Educational Plant Five Year Survey.
5. Serves as the District's liaison with survey consultants.
6. Coordinates the preparation of the annual development of the Facilities Work Program and Capital Outlay Budget.
7. Maintains Capital Budget project accounts to include budget amendments and financial reporting to the Executive Director for Financial Services.
8. Assists auditors in capital projects review.
9. Coordinates the preparation of the District's Capital Improvement Plan.
10. Prepares and coordinates the departmental Capital budgets.
11. Supervises and coordinates adequate internal inventory and accounting control over fixed assets, including methodology of control e.g., bar coding or other electronic methodologies.

12. Establishes a room numbering system, in accordance with FISH requirements, for all new construction projects.
13. Performs other duties as assigned.