

## JOB DESCRIPTION

---

### BUILDING MANAGER – COORDINATOR SPECIAL EVENTS AND PROJECTS

---

Class Code: 8301

**TITLE:** BUILDING MANAGER – COORDINATOR SPECIAL EVENTS AND PROJECTS

**REPORTS TO:** Senior Director of Operations and Support

**SUPERVISES:** N/A

**JOB FUNCTION:** To coordinate and manage building affairs at IAKSS to include board meeting preparation, switch board, conference rooms and custodial services and coordinate special projects to include various awards programs.

#### DUTIES AND RESPONSIBILITIES:

- Assist the Senior Director Operations and Support in managing daily operations of the central office.
- Direct, coordinate and plan essential central services to include but not be limited to reception, switchboard, building maintenance requests and cleaning. Lead IAKSS building emergency management.
- Plan and allocate office space.
- Schedule and organize meeting spaces to include school board meetings and maintain the principal Outlook calendar and other district calendars as assigned.
- Plan and coordinate various District-wide events.
- Work on special projects as assigned.
- Publish communications such as a weekly newsletter for school leaders. As needed, write, edit and create layouts for various publications, information displays, TV scripts, website and Intranet portal.
- Coordinate and lead one or more teams to cover various areas of responsibility
- Maintain confidential information appropriately and exercise good judgment when communicating with the public.
- Perform other duties as assigned.

Formatted: Font: Arial, Condensed by 0.15 pt

## **JOB DESCRIPTION**

---

### **BUILDING MANAGER – COORDINATOR SPECIAL EVENTS AND PROJECTS**

- Maintain regular attendance.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Electronic media communications to include computerized text-editing word-processing equipment, television and internet.
- Public school system operations, policies and programs.
- Creative writing and editing skills.
- Organization and planning skills.
- Interpersonal skills using tact, patience and courtesy.

##### **ABILITY TO:**

- Work flexible hours, including evenings, weekends, or beyond the regularly scheduled work day with little or no advance notice.
- Analyze technical educational material and present it in easy-to-understand formats for general audience.
- Deal tactfully and effectively with FCPS personnel, external organizations and the general public.
- Proficiency in the use of personal computers and desktop publishing.
- Maintain confidential information appropriately and exercise good judgment when communicating to the public.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Plan and organize work.
- Meet schedules and time lines.

#### **PHYSICAL DEMANDS:**

---

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

#### **EDUCATION AND EXPERIENCE**

---

- Bachelor's degree in education, business administration, public administration communications, public relations, journalism or a related field and a minimum of

## JOB DESCRIPTION

---

### BUILDING MANAGER – COORDINATOR SPECIAL EVENTS AND PROJECTS

four years of professional experience in business, public administration, non-profit management, communications, public relations, journalism, education or a related field;

---

### LICENSES AND OTHER REQUIREMENTS:

---

*Original Date: 01/1999*

*Revision Date: 06/2004*

*Revision Date: 07/2011*

*Revision Date: 07/2012*

*Revision Date: 09/2016*