



FURNITURE, FIXTURES AND EQUIPMENT (FF&E) COORDINATOR

SALARY GRADE: [C1-56](#)

DEFINITION:

Under the direction of an assigned supervisor provide overall direction and guidance to the day-to-day operations, problem solving and decision-making regarding the acquisition and installation of furniture, fixtures and equipment (FF&E) for the Measure C Bond. Coordinate and oversee furniture/equipment moves and related activities. Implement program policies and guidelines regarding the acquisition of FF&E; in conjunction with college budget personnel consolidate purchase requisitions and coordinate fiscal reporting and accountability for FF&E purchases; establish and monitor program/project budgets; and provide work direction and guidance to others (i.e. vendors and service contractors).

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Provide overall direction and guidance to the day-to-day operations, problem solving and decision making regarding a large and complex assigned program; implement program policies and directives according to district, federal or state guidelines.
2. Prepare purchase requisitions and consolidate purchase requests from multiple departments and programs; serve as the primary contact for Measure C FF&E.
3. Ensure building conditions support special equipment and furniture requirements (i.e., power, data and space) during design phase and/or prior to procurement.
4. Coordinate "not in contract" work with Plant Services and/or ETS for new equipment or furniture.
5. Communicate outstanding punch list items impacting the activation of FF&E to appropriate Measure C personnel.
6. Develop and maintain inventory for college FF&E.
7. Provide work direction and guidance to others (i.e. vendors and contractors).
8. Conduct regular meetings to communicate, review and revise plans and procedures regarding moves and the procurement and installation of FF&E.
9. Develop, recommend and implement program schedules for the procurement of FF&E; coordinate the delivery of FF&E services (i.e. delivery and installation) to multiple college programs and departments.
10. Establish and monitor budgets; assure program expenditures are within allocated budgets; propose budget changes and participate in project budget applications as necessary.
11. Provide regular reports to management on the status of FF&E schedules, furniture/equipment procurement, set-up, and move schedules.
12. Serve as liaison between college staff and Measure C Bond program managers, engineers, designers and contractors.
13. Coordinate the inclusion of college FF&E standards in project designs.
14. Develop bid specifications and work in conjunction with Purchasing on purchase requisitions and bids.

15. Assist in the development of Measure C schedules and program details.
16. Coordinate activities with other college divisions/departments as necessary.
17. Operate a computer and other office equipment as assigned.
18. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Planning and coordinating day-to-day activities and operations of FF&E procurement and move management.
2. Developing and presenting plans and schedules.
3. Budget development, monitoring and control.
4. Methods of purchasing and contract administration.
5. Project management and coordination methods.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Provide overall direction and guidance to the day-to-day operations, problem solving and decision-making regarding a large-scale and complex program.
3. Coordinate several programs simultaneously.
4. Provide for program reporting and accountability; prepare comprehensive program reports and reviews.
5. Establish and monitor program/project budgets; maintain accurate records.
6. Provide work direction and guidance to other contractors, vendors and various college personnel.
7. Establish and maintain cooperative and effective working relationships with others.
8. Communicate effectively both orally and in writing.
9. Analyze situations accurately and adopt an effective course of action.
10. Interpret, apply and explain rules, regulations, policies, guidelines and procedures.
11. Operate a computer and assigned office equipment.
12. Meet schedules and time lines.
13. Work independently with little direction.
14. Plan and organize work.
15. Make public speaking presentations.

Education and Experience

Any combination equivalent to:

1. Bachelor's degree.
2. Five (5) years related work experience.

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Occasional evening and weekend work.
3. Subject to some travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate computer keyboard.

3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling heavy objects up to 30 lbs.

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