



COORDINATOR, FURNITURE, FIXTURES, AND EQUIPMENT

DEFINITION

Under general direction, plans, organizes, and coordinates the day-to-day operations, decision-making, and problem-solving regarding the acquisition, installation, and removal of furniture, fixtures, and equipment (FF&E); coordinates and facilitates furniture/equipment relocations and related activities; implements program policies and guidelines regarding the acquisition of FF&E; in conjunction with college budget personnel, consolidates purchase requisitions and coordinates fiscal reporting and accountability for FF&E purchases; establishes and monitors program and project budgets; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or managerial staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This is a coordinator classification responsible for planning, organizing, and coordinating the procurement, installation, and removal of furniture, fixtures and equipment. The duties involved include the implementation of goals and objectives and oversight of budget, performance, reporting, accountability, and regulatory compliance. Positions work on tasks that require the use of discretion and independent judgment in performing assigned work and ensuring the efficient and effective functioning of assigned operations. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Plans, schedules, organizes, and oversees FF&E relocation, including receipt of FF&E requests, furniture/equipment procurement, set-up, installation; conducts regular meetings to communicate, review, and revise plans and procedures regarding procurement and installation of FF&E within the guidelines of the regulatory body.
- Participates in the planning, development, and implementation of policies, procedures, and handbooks for assigned functions, including incorporating regulatory updates and technological advancements, as appropriate; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned functions.
- Coordinates FF&E activities with other college divisions/departments; identifies furniture, special equipment, and technology requirements with division/department stakeholders; and ensures building conditions support special equipment, furniture, and technology requirements during the design phase or prior to procurement.
- Develops bid specifications and prepares purchase requisitions; secures price quotations and determines availability of materials and goods by researching vendor catalogues and other available means; consolidates purchase requisitions and requests from multiple departments and programs; develops supplier relationships and measures/evaluates performance of suppliers to expectations;

serves as the primary contact for projects; and provides work direction to vendors, contractors, and plant services.

- Receives invoices and confirms receipt of goods and services; and inspects shipment of materials, equipment, and supplies received in order to ensure compliance with purchase order specifications.
- Analyzes, verifies, and prepares expenditure and revenue reports and financial reports; verifies the availability of funds for staff and administrators to purchase equipment.
- Provides regular reports to management on the status of FF&E schedules, furniture/equipment procurement, set-up, and relocation schedules.
- Procures and schedules delivery of materials and develops and maintains inventory of FF&E; tracks location of FF&E; and monitors the condition of FF&E and facilitates surplus pick-up of items.
- Organizes and maintains accurate and detailed databases, files, and records, verifies accuracy of information, researches discrepancies, and records information.
- Provides cost estimates for project budget development; establishes and monitors project budgets and timelines; ensures program expenditures are within allocated budgets; proposes budget changes and participates in project budget applications as necessary.
- Learns and applies emerging technologies related to the area of assignment.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Principles, practices, and service delivery needs related to the program area(s) to which assigned.
- Principles, practices, and methods of space layout, design, and utilization.
- Principles and practices of program and/or office coordination including implementation of the goals and objectives and oversight of budget, performance, reporting, accountability, and regulatory compliance.
- Methods of purchasing and contract administration.
- District purchasing and supply ordering, and disposal policies and procedures.
- Basic principles and practices of budget development, administration, and accountability.
- Safety principles, practices, and procedures pertaining to the work.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
- Modern office practices, methods, and computer equipment and software relevant to work performed.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- 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.

- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Provide work direction and guidance to contractors, vendors, and various District personnel; inspect the work of others and maintain established quality control standards.
- Assist in the development of goals, objectives, policies, procedures, and work standards for assigned program and/or office.
- Develop, implement, and coordinate assigned programs, services, and activities in an independent and cooperative manner, evaluate alternatives, make preliminary recommendations, and prepare reports.
- Coordinate and oversee programmatic and office budgetary, accountability, and regulatory reporting activities.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Develop cost estimates for supplies and equipment.
- Read construction blueprints and produce scaled drawings.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record-keeping, and project management systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree from an accredited college and five (5) years of experience working in furniture, fixtures, and equipment procurement or related experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned

duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions; when walking construction sites, employees are exposed to loud noise levels and dust.

Salary Grade: C1-56

FLSA: Non-Exempt

EEO Code: H-30

Board Approved: April 2021