



DATE ISSUED: 04/16

FLSA: Non-Exempt

PTO: COVS

JOB DESCRIPTION

TITLE

Coordinator, Planning & Design Services

JOB SUMMARY

Responsible for the coordination, organization, and management of administrative processes for all construction project documentation and payments. Creates and/or maintains current databases on all projects to document expenses, funding source, and other required documentation. Assures the consistent delivery of high quality and accurate reports for the Associate Vice President of Facilities Management and Construction (AVP/FMC) and TWU Board of Regents. Work performed requires considerable attention to detail, and daily interaction with the Director of Planning & Design, Director of Construction Services, Director of Physical Plant, Assistant Director of Design, and frequently Finance and Administration, Controllers Office and various Contractors. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Planning & Design Services

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Reviews all requests for payments on construction projects for accuracy before processing and recording.
- Assists the AVP with creation and/or maintenance of databases on all projects to track expenses, and monitor the various funding sources such as bonds, TRB, etc.
- Maintains central project files with required documentation of major construction, renovations and small in-house projects to include all original drawing files maintained by FM&C as well as all FM&C server files.
- Creates and/or tracks using Sharepoint program the documentation necessary to record the status of contracts, projects, change orders, etc. and purchase orders related to

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professional design and construction services, equipment, furnishings, and finishes for capital project and renovation programs. Inputs all requisitions for design and construction projects including but not limited to those for furniture and equipment, relocations and moves, renovations, new construction, asbestos abatement, signage, in-house projects requiring fund tracking, etc.

- Assists in handling of sensitive correspondence as it pertains to construction projects.
- Assures the timely submittal of reports for compliance with University and State requirements.
- Provides direct staff support assistance for Directors including correspondence, consultant and construction contract document preparation, compilation of complex statistical data and project reports, fact sheets, etc.
- Assists with creating and updating of Master Project Schedules utilizing designated software or approved in-house methods to track all major milestones for both in-house and major capital projects as informed by responsible parties.
- Provides for the preparation and assimilation of presentation materials, slides, spreadsheets and other data formats necessary to deliver a high quality power point and/or other presentation media for meetings, conferences, etc.
- Coordinates and assures the timely resolution of University and contractor billing and payment inquiries received as it pertains to projects.
- Assures the accuracy and timely submission of all project related documents including Professional Service Agreements and Requests for Proposals (as required), contracts, change orders and correspondence associated with the same.
- Provides information and materials to be posted on the FMC website including interior samples, construction progress photos, project schedules, furniture standards, etc.
- Maintains the VFA database program for use in developing deferred maintenance and capital renewal reports and planning documents.

ADDITIONAL DUTIES

- Assists in the preparation of university documents for required reports.
- Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Some college course work and/or Bachelor's degree preferred.

EXPERIENCE

Seven years of administrative experience with proficiency in accounting and computer software applications.

REQUIREMENTS

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of construction cost, scheduling and tracking systems.
- Pro-active, results-oriented, and innovative coordination skills.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Deadline-oriented. Strict attention to detail.
- Knowledge of management methods and ability to provide administrative guidance as needed.
- Knowledge of and proficiency in Microsoft Office suite (Excel, Word, Outlook, Power Point, and Access).
- Knowledge of and ability to utilize an enterprise financial and/or procurement database system (e.g. ORACLE).
- Ability to establish and maintain effective work relationships with other university staff and outside vendors.
- Knowledge of State of Texas procurement requirements for goods and professional services for Higher Education.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Printed Employee Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.