JOB DESCRIPTION

TITLE

Facilities Management Generalist

JOB SUMMARY

Provides generalist support for the area of Facilities Management & Construction (FMC) department business services components to include assisting in the development and implementation of departmental procedures, goals, objectives, strategies and systems of all functional areas. Responsible for data gathering, budget analysis and reporting, special projects as assigned, and event coordination. Prepares specifications for good and services, creates departmental purchase requisitions and performs billing as needed. Work is performed with 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: Manager, Facilities Business & Support Services

Supervises: No supervisory responsibilities

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

- Assists in the development and implementation of departmental procedures, goals, objectives, strategies and systems of all functional areas.
- Advises and communicates with FMC component regarding procurement procedures, rules and related matters.
- Responsible for data gathering, budget analysis and reporting, special projects as assigned, and event coordination.
- Maintains electronic files for department including those for departmental contracted services, business operations, fleet, land, and equipment acquisition and sales.
- Responsible for archival of reports and presentations as assigned.
- Responsible for oversight of all personnel transaction management, budget tracking, analysis and report generation.
- Assists in FMC daily business operations, planning, scheduling and delegating activities.
- Ensures and/or conducts personnel training on standard operating procedures and quality assurance.
• Assists with departmental budgeting preparation, monthly summary reports and projections.
• Assists department with special assignments and projects.
• Conducts departmental budgeting preparation.
• Manages all social media accounts for the department.
• Ensures accurate and timely processing of all forms, documents and requests.

ADDITIONAL DUTIES

• Serves as a back-up for all functional areas as assigned.
• Performs other duties as requested.

EDUCATION

Bachelor's degree in Business Administration, Accounting, or related field. Additional job related experience and/or education may substitute for the required education on a year-for-year basis. MS Office Certification preferred.

EXPERIENCE

Five years of accounting, bookkeeping, and/or budget management or related experience. A combination of education, job related experience, and training may substitute for the experience required. Experience working in a state or university environment preferred.

REQUIREMENT

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:

• Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
• Working knowledge of modern office practices and methods.
• Advanced knowledge, skill and ability to operate MS Office Suite (Word, Excel, PowerPoint and Outlook).
• Ability to perform mathematical calculations and/or verify information accurately.
• Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
• Ability to pay strict attention to detail and be deadline-oriented.
• Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
• Ability to represent the department and University in a friendly, courteous, and professional manner.
• Ability to communicate effectively - orally, by phone, in person, and in writing.
• Ability to respond to emergency situations in a timely manner.
• Ability to use a personal computer, efficiently utilize MS Office Suite, have an understanding of database management and entry techniques and software, and be able to use and train others to use office equipment and software effectively.

**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. Ability to lift up to 20 pounds.

**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: __________

Employee Printed 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.