

JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT (LVCCLD)

JOB TITLE: General Services Administrative Coordinator

EXEMPTION STATUS: Non-Exempt

JOB CATEGORY: Administrative Support Workers

BARGAINING UNIT: Non-Supervisor

GENERAL SUMMARY:

Under the general supervision of the Purchasing and Administrative Manager, the General Services Administrative Coordinator provides administrative support for the General Services division and specializes in supporting one of the following additional functional areas: Purchasing, Facilities Maintenance, or Financial and Materials/Services support. The coordinator is responsible for monitoring and maintaining the day-to-day operational flow of assigned areas and serving as the subject-matter expert to assist Managers and Supervisors in the General Services/Facilities department and organization-wide. May perform other duties as assigned and travel within the county.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Responsible for the administrative coordination of the General Services Division:

- a. Utilizes and maintains the department's Computerized Maintenance Management System (CMMS), ensuring the effective and accurate use of system modules, including work requests/work orders, asset management, property management, inventory management, locksmith (lock/key) services, reports, system administration, and security.
- b. Assists with the assignment and scheduling of work orders.
- c. Maintains the department's budget accounting system, which may include tracking expenditure authorizations, maintaining balances, reviewing invoices for accurate billing, approving invoices for payment, and resolving invoice discrepancies with vendors.
- d. Assists with the administration of the vehicle maintenance program, including distributing fuel purchase cards and authorizing and scheduling vehicle repairs.
- e. Administers key control program and controlled building access system.
- f. Maintains department records, including keeping and filing systems, as well as various documents such as purchase orders, key control logs, access codes, training records, Standby/Call-Back pay, vehicle fuel purchases, and vehicle alternative fuels records.
- g. Receives and reviews various reports, plans, and applications to verify accuracy. Drafts and prepares various reports and correspondence.

- h. Coordinates and manages multiple projects with competing priorities, meeting deadlines and project plans with short and long-term end dates.
 - i. Resolves and troubleshoots a wide range of routine and non-routine facility maintenance issues and difficult situations.
 - j. Acts as a liaison between the department supervisors/managers and outside agencies, gathering and relaying information as needed.
 - k. Interacts extensively, in person and over the telephone, with district-wide staff and management, outside agencies, vendors, and the general public.
 - l. Attends and/or participates in meetings at the department, branch, and other meetings held at various locations throughout the district as required. Conducts asset audits and site visits.
 - m. Operates, maintains, and secures District vehicles.
 - n. Perform other duties as assigned.
- ***Additionally performs one of the following specialized responsibilities (2, 3, or 4)***

2. Responsible for the administrative coordination of the Purchasing function:

- a. Prepares and processes purchase requests, requisitions, and purchase orders, including proper general ledger coding. Receives materials/items for accuracy.
- b. Obtains quotes and researches pricing, availability, and quality of equipment, materials, and services. Investigate and develop new supply resources.
- c. Monitors levels of supplies and equipment for district usage.
- d. Assist with the development and implementation of procurement guidelines and procedures.
- e. Performs purchase order management, including troubleshooting purchase order issues, reconciling invoices, investigating the status of purchase orders, and adjusting line items as needed.
- f. Authorizes purchases from vendors and schedules, coordinates, and oversees services and/or work.
- g. Communicates both verbally and in writing with potential suppliers to establish working relationships, explain purchasing practices and policies, obtain and provide product service information, and resolve problems
- h. Researches vendors to obtain comparative pricing and maintains current and accurate vendor contracts and insurance files.

- i. Performs contract administration on assigned Blanket and/or Contract purchase orders.
- j. Coordinates the solicitation process, including pre-solicitation, bid opening, and award, and documents the results for public record.

3. Responsible for the administrative coordination of the Facilities Maintenance function:

- a. Maintains and creates departmental files, including historical and current documents, as well as blueprints. Maintains and prepares construction and project management document files.
- b. Maintains the CMMS, including administration, data validation, and updating project statuses and costs. Prepares and presents reports on facility operations and performance. Trains and answers questions for District Staff utilizing the CMMS System.
- c. Coordinates the use of District fleet vehicles. Distributes keys, documents usage, and assignments, verifies drivers are on the authorized driver list, ensures safety and maintenance of vehicles, and maintains a database on the use and repair of vehicles.
- d. Manages the district's gas pumps, storage tanks, and fuel levels, as well as ordering.
- e. Coordinates and organizes projects with the facilities and maintenance teams.
- f. Schedules and coordinates service calls, work, and preventive maintenance.
- g. Conducts facility walk-throughs to identify maintenance deficiencies and submits work orders.

4. Responsible for the administrative coordination of the Financial & Materials/Services function.

- a. Monitoring and reconciling the fiscal year expenses. Verify the accuracy and consistency of general ledger coding.
- b. Assists with monitoring, developing, and reviewing the General Fund and Capital Fund budgets
- c. Prepares appropriate journal entries to correct or adjust accounting records.
- d. Responsible for overseeing and managing the department's physical assets.
- e. Purchases routine items and monitors levels of supplies and equipment for district use.
- f. Manages the Certificates of Insurance (COI) for district vendors.
- g. Schedules department inspections of buildings and assets.

- h. Responsible for gathering service quotes and verifying pricing with the contractual agreements.
- i. Ensures that work has been performed and completed for payment. Resolves purchase orders and invoices discrepancies, and/or issues.
- j. Responsible for processing service calls and coordinating services.

CORE COMPETENCIES:

- Customer Service
- MS Word & Excel (Basic)
- Public Service Ethics
- Principles and practices of general accounting, accounts payable, and internal controls
- Principles and practices of public sector purchasing and procurement

KNOWLEDGE, SKILLS, AND ABILITIES:

- **EDUCATION:**

Required: For candidates hired after June 1, 2025, Bachelor's degree in Business Administration, Public Administration, or related field.

Preferred: NA

- **EXPERIENCE:**

Required: One (1) year of professional-level experience in General Services/Facilities administration.

Preferred: Two (2) years of public sector professional experience in General services / Facilities administration.

- **LICENSE AND CERTIFICATION:**

Required: Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

Preferred: NA

- **PHYSICAL REQUIREMENTS:**

Work is primarily performed in an office setting with frequent local travel required. Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as books, files, laptops, or electronic devices. Although work is primarily performed in an

office setting, a limited amount of bending, lifting, walking, or standing is often necessary to carry out job duties.

ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to handle stressful situations with professional composure.
- Ability to communicate effectively in both oral and written form.
- Ability to accurately prepare and maintain files, records, and reports.
- Ability to plan, organize, and prioritize projects and work assignments for efficient and effective results.
- Ability to process and handle confidential information with discretion.
- Ability to interpret technical drawings and plans to understand project specifications, dimensions, and requirements.
- Ability to collect, analyze, and interpret data to support decision-making.
- Knowledge of general accounting and purchasing practices.

DEVELOPED: **JANUARY 29, 2008**

REVISED: **March 13, 2018**

REVISED: **May 2, 2025**