

**Polk County Sheriff's Office Job Description**  
**1517 Facilities Coordinator**

October 27, 2001, Revised October 9, 2006

**Position Concept:**

The Facilities Coordinator performs operational and clerical duties and tasks in regards to maintaining the Polk County Sheriff's Office facilities throughout the county as well as the construction of new buildings for agency use.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Facilities Coordinator may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

**Essential Functions:**

- Process requests for maintenance
- Procure office equipment and systems
- Create reports
- Maintain gas log
- Create purchase requisitions
- Assist Risk Management
- Maintain files/databases/spreadsheets
- Identify operational difficulties
- Coordinate installation of modular buildings
- Facilitate contracts and leases
- Coordinate background investigations for facility vendors/workers
- Coordinate printing activities
- Coordinate transitions
- Assist with bid process
- Assist with budget preparation
- Analyze Expenditures
- Assist with planning functions
- Coordinate building and equipment maintenance
- Coordinate procurement of keys/locks

**Education, Professional Certification or License:**

- High School or GED, two Year College Degree preferred
- Valid Florida driver's license
- Notary for the State of Florida

**Professional Experience:**

- Customer service experience in private and government sectors
- Demonstrated keyboarding proficiency of 45 wpm with no more than five (5) errors
- Demonstrated proficiency using MS Office programs
- Strong finance/accounting experience

**Status:**                                     Civilian     Sworn     Certified

**Blood and Viral Pathogen Risk:**                                     Minimal Risk                                     Foreseeable Risk

**Environmental Conditions:**

- Works under intense time pressure and time frames
- Work 50% of time traveling throughout county

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**Required Skills and Knowledge:**

**Knowledge of:**

- PCSO policy and procedures
- Administrative governmental procedures
- Various software
- County ordinances
- Purchasing policy and procedure
- Geographical area
- Notary laws
- Forms
- Background investigations
- Other agencies
- Bid process
- Division needs
- Resources
- Budgeting

**Ability to:**

- Read and write English
- Operate motor vehicle
- Operate various computer programs
- Operate office equipment
- Operate calculator
- Coordinate activities

**Skills:**

- Interpersonal
- Keyboarding
- Computer
- Problem solving
- Decision making
- Organizational
- Accounting
- Basic mathematical
- Analytical
- Basic English grammar
- Research
- Telephone
- Scheduling

**Physical Requirements:**

- Walk
- Sit for long periods
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Speak English understandably
- Manual dexterity
- Ambulate independently

For additional information on this position refer to the Job Task Analysis.