

Provide coordination of the use of the center for various departments.

Manage and coordinate storage for all building needs.

Monitor repair needs of the building, parking and grounds.

Provide directions, upon request, to the various locations within the Plano ISD.

Maintain meeting reservations/cancellations for daily and evening meetings.

Assist with coverage for the Cox Building, if necessary.

Responsible for receiving and distribution of special delivery mail and packages.

Responsible for making and keeping all forms used in established procedures for the Shiloh Center

Provide reports to supervisor regarding visitor activity, meeting room activity.

Responsible for following record retention guidelines for all visitors and meeting room forms.

Monitor CCTV cameras and related equipment.

Train backup personnel for building specialist position.

Insure the preparedness of meeting rooms for various uses.

Submit work orders for maintenance of building, direct pays, and purchase orders, as needed.

Follow all rules, regulations, and policies of Plano ISD and follow directives from Supervisors.

Follow attendance policy as assigned by supervisor.

Perform other functions that may be assigned by the Administration and/or Supervisor

EQUIPMENT USED:

Networking computer with C+ programs, typewriter, adding machine, copier, CCTV/VCR, computer/video projection equipment, scanner.

WORKING CONDITIONS:

Mental Demands:

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress.

Physical Demands/Environmental Factors:

Work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions. Occasional lifting up to 50 pounds.

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified education and experience requirements.

Approved by _____ Date _____

Reviewed by _____ Date _____

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.