



Job Description

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|---------------|-------------------------------|
| Title: | Contract/Facility Coordinator |
| Status: | Non-exempt |
| Reports to: | Operations Manager |
| Date Revised: | March 15, 2019 |

Summary

This position is responsible for organizing, managing, and monitoring the various contractual agreements utilized by the District. This would include providing budgetary input and assisting other staff members as it pertains to contracts.

In addition to these duties, this position is also responsible for maintaining the buildings and grounds, including management of vendors providing services and completion of duties associated with purchasing and stocking supplies for building maintenance.

Duties performed often involve sensitive or confidential materials.

Responsibilities and Duties

Contracts

- Organize, maintain, and electronically track all contracts and related documents. This may include interlocal agreements, service level agreements, financial contracts, or grants.
- Establish and maintain a logical file system.
 - Manage all records, including correspondence, contracts, interlocal agreements, and informational files
 - Maintain adequate documentation to ensure data is protected and compliance with financial, legal and administrative requirements and regulations.
- Correspond with vendors and respond to inquiries.
- Generate reports on the current status of agreements.
- Assist with the preparation of the annual budget.

Facility Management

- Review maintenance requirements and coordinate with contractors and outside agencies to effectively manage facility projects, providing project updates to the executive staff.
- Receive and respond to internal ticketing system reports of maintenance issues on the premises.
- Communicate with executive staff about any work that requires outside expert assistance.



Qualifications and Skills

- Detail-oriented
- Good decision-making skills
- Strong organizational and time management skills
- Ability to communicate well in written and oral form. Proof material to ensure all correspondence is of the utmost quality.
- Ability to follow verbal and/or written instructions
- Ability to meet critical deadlines
- Excellent interpersonal skills with the ability to work as an individual contributor, as well as the ability to work collaboratively, creatively, and constructively as a member of a small-office team.
- Must possess integrity and behave in a fair and ethical manner toward others.
- Demonstrate a commitment to service and the mission of the organization.
- Possess the desire for continual learning. Be able to recognize own strengths and weaknesses, pursue self-development, and grasp new information readily.
- Possess technical aptitude; willing to learn aspects of the 9-1-1 industry
- Experience working with and managing contracts
- Capable of negotiating and interpreting contractual agreements.
- Experience with computers and the use of Microsoft Office products, as well as the operation and use of standard office equipment and telephone systems.
- High school diploma or equivalent required
- Graduation from an accredited college or university. An equivalent combination of education and experience may be considered.
- Work experience in an office setting preferred
- Attendance at work is an essential function of this position

This job description is a general overview of the overall job functions for this new position. This position will evolve over time and there will be other duties as assigned.

Lubbock Emergency Communication District
6032 43rd Street, Lubbock, TX 79407-3711

Application for Employment

| | | | | |
|---|---|--|------------------------|----------------|
| Personal Information | Name | | Date | |
| | Current Address | | Home Phone Number | () |
| | | | Work Phone Number | () |
| | Previous Address | | Social Security Number | |
| | | | | |
| | Are you prevented from being lawfully employed in the United States? | | | [] Yes [] No |
| | Are you 18 years of age or older? | | | [] Yes [] No |
| | For reference purposes, have you worked or attended school under a former name? If yes, please list former name: | | | [] Yes [] No |
| | Have you ever applied here before? If yes, when? | | | [] Yes [] No |
| | Have you ever been employed here before? If yes, when? | | | [] Yes [] No |
| Are any relatives currently employed here? If yes, give full name: | | | [] Yes [] No | |
| Are you able to perform the essential functions of the job you are applying for? If no, what accommodation would assist you? | | | [] Yes [] No | |
| How did you hear about this position? | | | | |

| Education, Training and Special Skills | Type of School | Name and Location | Did you graduate? | Grade Average | Major/Minor |
|---|---------------------------------------|-------------------|-------------------|---------------|-------------|
| | High School | | [] Yes [] No | | |
| | Trade School or Junior College | | [] Yes [] No | | |
| | College or University | | [] Yes [] No | | |
| | Graduate School | | [] Yes [] No | | |
| | Military or Other | | [] Yes [] No | | |
| | Seminars and Classes | | | | |
| | Professional License or Certification | | | | |
| | Software or Equipment | | | | |

| Employment Preference | | | |
|-----------------------|--------------------------|--|--|
| Objectives | Position Desired | | Earnings Desired |
| | Location Desired | | Are you available to travel? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you willing to relocate? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Career Objectives | | |
| | | | |

| List Employment History for the last 10 years, starting with most recent employment. Please attach additional sheets if necessary. | | | | |
|---|--|--|-------------------------|--|
| Employment History | Employer | | Phone Number () | |
| | Address | | Start Date | |
| | | | End Date | |
| | Supervisor Name & Phone Number | | Start Salary | |
| | | | End Salary | |
| | May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Last Bonus or Incentive | |
| | Title or Position | | | |
| | Duties and Responsibilities | | | |
| | Reason for Leaving | | | |
| | | | | |
| | Employer | | Phone Number () | |
| | Address | | Start Date | |
| | | | End Date | |
| | Supervisor Name & Phone Number | | Start Salary | |
| | | | End Salary | |
| | May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Last Bonus or Incentive | |
| Title or Position | | | | |
| Duties and Responsibilities | | | | |
| Reason for Leaving | | | | |
| | | | | |

Employment history continued – please include the last 10 years.

| | | | | |
|-------------------------------------|--------------------------------|----------------|-------------------------|-----|
| Employment History Continued | Employer | | Phone Number | () |
| | Address | | Start Date | |
| | | | End Date | |
| | Supervisor Name & Phone Number | | Start Salary | |
| | | | End Salary | |
| | May we contact this employer? | [] Yes [] No | Last Bonus or Incentive | |
| | Title or Position | | | |
| | Duties and Responsibilities | | | |
| Reason for Leaving | | | | |

Please list references; do not include family members or people who live with you.

| References | Name | Address | Phone Number | Occupation | Years Known |
|-------------------|------|---------|--------------|------------|-------------|
| | | | | | |
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| | | | | | |

Important, please read carefully and sign.

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|----------------------|--|
| Certification | <p>I certify that the information contained in this application is true and complete to the best of my knowledge. Any misrepresentation or omissions of any fact in my application can be justification for refusal of employment or if employed grounds for termination.</p> <p>I authorize the Lubbock Emergency Communications District (LECD) to investigate all statements contained in this application and release all parties from any liability for any damages that may result from furnishing same to you.</p> <p>I understand that my employment may be terminated with or without cause or notice, at any time, at the option of either LECD or myself.</p> |
| | <p>Signature _____ Date _____</p> |

Information from your application and resume may be subject to release to the public pursuant to the Texas Public Information Act - ADA/EO

Lubbock Emergency Communication District is an equal opportunity employer.

Please return to:
 employment@lubbock911.org
 6032 43rd Street
 Lubbock, TX 79407-3711
 (806) 747-6911 FAX (806) 747-5803

Lubbock Emergency Communication District
6032 43rd Street
Lubbock, Texas 79407-3711

(806) 747-6911 (main line)

(806) 747-5803 (fax)

employment@lubbock911.org

Employment applications may be sent via U.S. Mail, email, or fax using the information provided above. If you have any questions about the application process, please visit our website at www.lubbock911.org or call our offices at (806) 747-6911.