

POSITION TITLE: BUILDING MANAGER

CENTER:	Administrative Services		DEPARTMENT:	Administration	
LOCATION:	110 Avon Street Charlottesville, VA 22902				
FSLA STATUS:	Non-Exempt		INCLEMENT STATUS:	Non-Essential	
GRADE:	10	SCHEDULE:	FT	GROUP:	30

GENERAL STATEMENT OF RESPONSIBILITIES:

The incumbent functions as Building Manager for Region Ten offices. The incumbent handles the office management at the Avon Building location as well as oversees branding of all Region Ten facilities.

The incumbent reports to the Deputy Executive Director and perform duties requiring proceeding alone under standard practices with referral of questionable situations to their supervisor. Standard practices allow for the independent accomplishment of recurring tasks and use of own initiative for prioritizing the work schedule. In carrying out position duties, he/she performs in accordance with applicable professional ethics and established Region Ten policies.

MAJOR DUTIES:

The essential functions of this job are starred below (*) under "Major duties."

1. *Serves as Safety General for the Avon Street Building.
2. *Serves as Building Manager and liaison for all building related needs with appropriate internal and external partners.
3. Develops and maintains office policies and procedures.
4. Manages facility and office supplies for building to ensure adequate supplies at all times.
5. *Ensures timely, pick up of mail and distributes to staff. Delivers mail to interoffice mail bin.
6. *Serves as lead and ensures consistency for all Region Ten facilities in regard to branding and aesthetics.
7. Coordinates with Procurement and Operations to execute improvement plans.
8. *Coordinates with Office Managers to execute plans.
9. Coordinates with vendors as needed.
10. *Develops improvement plans for all facilities annually.
11. Develops budgets for all facilities annually.
12. Maintains a professional demeanor and attitude.
13. *Other job-related duties as assigned by the Deputy Executive Director.

QUALIFICATIONS:

EDUCATION:

- High School Diploma required

EXPERIENCE:

- Three years' experience in office setting required

CERTIFICATION/LICENSE:

- To ensure the safe and efficient operation of the program, a valid Virginia Driver's License plus an acceptable driving record as issued by the Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided.
- CPR and First Aid required; will be provided by Region Ten.

KSAS

Knowledge of:

- Microsoft Office Suite including Word, Outlook, and Excel

- Standard office practices and procedures
- Secretarial techniques
- Insurance and billing practices
- Medical terminology
- Standard bookkeeping
- Interview techniques

Skills in:

- Strong verbal and written communication
- Advance problem solving
- Reception and secretarial techniques
- Basic bookkeeping
- Excellent math
- Use of office equipment
- Proficient computer
- Keyboarding and data entry
- Strong interpersonal skills

Abilities to:

- Relate to and communicate with a wide variety of people
- Maintain confidentiality
- Recognize and function in a crisis situation
- Perform under stress
- Follow oral and written instructions
- Work independently, and at times, in office alone
- Negotiate
- Manage attendance in order to ensure full time coverage needed

POSITION ORGANIZATION CHART:

Deputy Executive Director

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Building Manager

I have reviewed this job description and acknowledge the duties as well as the included KSA (knowledge, skills, abilities). I also understand the performance standards as they apply to this position.

Signature

Name Printed

Date