

## CIVIL SERVICE POSITION DESCRIPTION

INCUMBENT \_\_\_\_\_ CSN N11715.000 FLSA STATUS: \_\_\_\_\_

PRESENT CLASSIFICATION Administrative Aide (Contracts Coordinator/Property Analyst) DATE 09/12/22

DEPARTMENT/DIVISION Facilities Management

### Function

Under general direction, the Administrative Aide will provide administrative and financial support for activities within the Department of Facilities Management. This position will collaborate with the Executive Director of Facilities Management, the Legal Department, the Purchasing Department, and SIU HealthCare Core for contractual and financial support of SIU School of Medicine and SIU HealthCare properties. This position will also collaborate with the Southern Illinois University System office for tracking SIU School of Medicine property records.

### Organizational Relationship

The position is under the general supervision of the Executive Director of Facilities Management. The Executive Director of Facilities Management reports to the Associate Provost for Finance and Administration who reports to the Dean and Provost of SIU School of Medicine.

### Duties and Responsibilities

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

#### 80% Administrative Responsibilities

1. General – Provides administrative support, including phone support, typing reports, filing and distribution of correspondence, and scheduling and coordinating meetings, as requested.
2. Serves as liaison between the department and the department's internal staff, external departments, and outside agencies/stakeholders.
3. Composes and drafts correspondence, documents, and materials without direct supervision or with minimal supervision.
4. Assists in property lease administration activities, including maintaining owner and tenant contacts.
5. Assists the Executive Director of Facilities Management in their efforts to ensure compliance with policies and procedures.

6. Tracks real estate acquisitions. Arranges appraisal, types the Option to Purchase, coordinates and types Board Matter for Board of Trustees' approval, prepares documents needed for property closing, and provides other materials and forms for real estate purchases, including tax forms, and requests for tax exemption. Coordinates all property information with SIU Carbondale.
7. Ensures prompt and accurate completion of property contracts and certificates of insurance information. Tracks and files property contracts and insurance certificates; maintains follow-up system for expirations.
8. Monitors the property maintenance work order system and prepares monthly reports of tenant work orders for the Executive Director of Facilities Management.
9. Maintains lease and contract files, as well as other files located within the Facilities Management Department.
10. Promotes and fosters positive relationships with tenants and clients and tracks service calls within the work order system as required.
11. Assists with space utilization studies, property tracking, and the efficient use of space for the property portfolio.
12. Updates and maintains the SIU School of Medicine and SIU HealthCare space utilization database per state and federal requirements.
13. Reviews and interprets floor plans for new and renovated properties.
14. Assists with compiling data and submitting the Annual Real Property Utilization Report (ARPUR) and the Resource Allocation Management Program (RAMP) submissions.
15. Stays up-to-date on terms and conditions of leases and contracts, including renewals.
16. Other duties as assigned.

20% Financial Responsibilities

1. Assists in property lease administration activities, including maintaining owner and tenant financial and insurance information.
2. Generates reports, prepares and coordinates proposals, service contracts, invoices and payment processes.
3. Coordinates rent payments with the Purchasing Department in accordance with SIU School of Medicine's Fiscal Year (FY) schedule.
4. Facilitates the property purchase requisition and purchase order process.
5. Assists with monthly and quarterly management reports, as well as annual budget and reconciliation preparation.
6. Assists with bill-back invoices for review and approval through accounting and payment requests.
7. Updates cost reports including any capital improvements, gross and net square footage, use and function codes, and relevant departmental information.

8. Assigns applicable codes used by Grants Accounting, the Office of Management and Budget, and the Facilities Management Department.
9. Assists with the assessment of Fair Market Value for leases as well as for property acquisition and purchases.
10. Develops a strong understanding of asset values, annual operating and maintenance (O&M) reconciliations and payments, property depreciation, capitalization, and Procurement Rules.
11. Other duties as assigned.

### **Skills and Abilities Needed for the Position**

- A. Sensitive to the needs of underrepresented minority populations
- B. Strong data and analytical skills, ability and willingness to learn new software systems.
- C. Willing to respectfully communicate with SIU SOM employees and outside vendors to fulfill the position responsibilities.
- D. Generalized knowledge and experience using Microsoft Application products such as Excel, Outlook, etc.

### **Minimum Qualifications**

- A. High School Graduate or Equivalent
- B. One or any combination accumulating five years from the listed categories:
  - 60 semester hours or an Associate's Degree equals one year
  - 90 semester hours equals two years
  - 120 semester hours or a Bachelor's Degree equals three years
  - Master's Degree or higher equals four years
- C. Progressively more responsible general or specialized office experience which included aspects of supervising staff or a job function, organizing and performing duties that lead to knowledge of generally accepted office principles.

### **Responsibility**

- A. Supervisory Controls – The work performed by this position is determined and assigned by the Executive Director of Facilities Management. The Executive Director of Facilities Management provides direction and leadership for all leased and owned SIU SOM properties.
- B. Guidelines – Must work within the State of Illinois procurement and purchasing guidelines.

### **Difficulty**

- A. Complexity – The individual must have initiative, creativity, and self-motivation and must be service oriented. This positions must build a helpful environment and foster good communications with staff and stakeholders and have the willingness and ability to act independently. The ability to handle multiple projects efficiently is necessary.

### **Personal Contacts**

This position requires face to face, telephone and written communications with all levels for the University community and a wide spectrum of outside agencies and vendors. These communications will range from a simple exchange of information, to requests for assistance or service, to more complicated inquiries related to proposed work or work in progress.

**Environmental, Health and Safety Responsibilities**

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

**Working Conditions**

See attached Physical and Environmental Requirements form.

INCUMBENT: \_\_\_\_\_ DATE \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ DATE \_\_\_\_\_

Immediate Supervisor

\_\_\_\_\_ DATE \_\_\_\_\_

Department Head/Chair

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

## SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_

Classification: **Administrative Aide**

Position No. (if applicable): **N11715.000**

Department: **Capital Planning and Service Operations-SMS**

**WORK ENVIRONMENT: (Check all applicable environments)**

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom <small>(Performed rarely less than 2% of the time)</small>	Occasionally <small>(Performed less than 25% of the time)</small>	Frequently <small>(Performed 26% to 50% of the time)</small>	Constantly <small>(Performed 51% or most of the time)</small>	N/A
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*(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)*

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in extreme cold, heat and/or humidity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in close quarters	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carrying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lifting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor Name: **Ron Wisnusen**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_