



**LIFTUP of Rount County**  
*Director of Facilities and Office Support*

**JOB DESCRIPTION**

<b>Job Title</b>	<b>Director of Facilities and Office Support</b>
<b>Employment Status</b>	Part-time (25 hours per week),
<b>Reports to</b>	Executive Director
<b>Annual Salary</b>	\$24.00 per hour
<b>Benefits</b>	Paid Holidays, Paid Vacation, Sick Days
<b>Key Accountabilities</b>	<ol style="list-style-type: none"> <li>1. Manage the effective and efficient <b>utilization of LiftUp facilities and campus</b></li> <li>2. <b>Ensure that LiftUp’s operations are optimized</b> through the utilization of the most effective and efficient IT services (hardware and software)</li> <li>3. <b>Oversee office management</b> to best serve staff and volunteers in the most effective and efficient way possible</li> <li>4. <b>Lead in the creation and utilization of data</b> to optimize LiftUp’s operations and reporting</li> <li>5. <b>Contribute to planning the future strategic direction of LiftUp</b>, especially in the areas of operations and facilities</li> </ol>
<b>General Description of Position</b>	<p><b>DIRECTOR OF FACILITIES AND OFFICE SUPPORT</b></p> <p>Under the supervision of the Executive Director, the Director of Facilities and Office Support (DFOS) will oversee general office management and the running of LiftUp’s facilities to create a safe and efficient work environment for staff, volunteers and clients. This includes implementing safety and security policies and procedures, engaging with vendors and contractors, collaborating on preparation of annual facilities budgets and monitoring expenditures, designing and planning workstations, coordinating remodeling and refurbishment initiatives, testing equipment, and forecasting space needs. The DFOS ensures the smooth delivery of technology services by monitoring and assisting staff and volunteers in the operation of computer hardware and software and telephone service in order to achieve desired results. The DFOS engages contract computer support services and telephone service, when necessary, for equipment maintenance and repair. The DFOS oversees data management and databases, and collaborates with other Directors on LiftUp’s ongoing data collection, retention and reporting needs.</p>
<b>Essential Duties</b>	<ul style="list-style-type: none"> <li>• Collaborates regularly with the Executive Director, LiftUp Leadership Team and Board Committees to ensure consistency in LiftUp’s culture and strategic direction.</li> <li>• Attends monthly staff meetings, weekly and other management and leadership team meetings and participates in trainings as needed and required.</li> <li>• Retains and oversees contractors, with the approval of the Executive Director, including, but not limited to office cleaning, snow removal, lawn maintenance, IT support, security and waste disposal, and assists in these areas, as needed.</li> <li>• Handles personal and computer security.</li> <li>• Coordinates routine maintenance and repairs.</li> <li>• Works with Director of Finance to create budget for annual facility and equipment costs.</li> <li>• Trains staff on safety procedures.</li> <li>• Ensures compliance with regulations and laws.</li> <li>• Installs computer and POS software, and troubleshoots as needed.</li> <li>• Sets up and configures desktop computers and accounts, including, but not limited to, email accounts, database accounts, and other software accounts, assigning security level.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provides assistance in the use of personal computer hardware and software.</li> <li>• Troubleshoots, diagnoses problems and implements corrective action procedures within prescribed guidelines and/or escalates to other technical resources, as appropriate.</li> <li>• Maintains systems, all passwords and databases.</li> <li>• Manages and respond to office phone calls, emails, and mail.</li> <li>• Oversees daily cleaning of all departments, working with Director of People and Director of Retail and Community support to ensure staff or volunteers are assigned to take care of daily cleaning tasks between professional cleanings.</li> <li>• Manages office files, ensuring that files are updated and purged on a regular schedule.</li> <li>• Maintains supplies and inventory while searching for cost-savings and placing orders, as necessary.</li> <li>• Monitors office equipment and maintenance, initiating service calls and researching the purchase of new equipment, as necessary.</li> <li>• Oversees service contracts, advising the Executive Director if a change is beneficial.</li> <li>• Carries out other duties, as assigned by the Executive Director.</li> </ul>
<p>Minimum Requirements</p>	<ul style="list-style-type: none"> <li>• Relevant college degree or equivalent work experience in facilities management, as well as training or two or more years of related experience with computers and providing customer service in a technological environment.</li> <li>• Knowledge of office procedures and methods, office systems and record keeping.</li> <li>• Knowledge of business communication including proficiency with Microsoft Office Suite, social media and website maintenance.</li> <li>• Excellent interpersonal and communication skills for working with staff, volunteers, clients, customers and the public.</li> <li>• Excellent organization skills and attention to detail.</li> <li>• Ability to establish priorities and work with little supervision.</li> <li>• Strong verbal communications skills and demonstrated ability to write clearly and persuasively and to think quickly.</li> <li>• Creativity, flexibility and, upbeat “can-do” attitude.</li> <li>• Sound judgment, impeccable ethical principles with an ability to maintain discretion and respect confidences.</li> <li>• Ability to function independently and think strategically, while functioning as an effective team player with the LiftUp staff.</li> <li>• Skilled at prioritizing workload, managing multiple tasks and meeting tight deadlines.</li> <li>• Ability to speak Spanish preferred.</li> <li>• Ability to work comfortably with people from various socio-economic, racial and cultural backgrounds.</li> <li>• Valid Colorado driver’s license.</li> <li>• Ability to satisfactorily pass background check.</li> </ul>

September, 2019