

Classification Description

Title: Facilities Administrative Supervisor
Department: Oregon Convention Center
Job Code: 1331
Pay Grade: KE
FLSA Status: Exempt

Bargaining Unit: Non-represented
Established: 05/2022
Revised:
EEO Category: Professionals

CLASSIFICATION DESCRIPTION

This position will provide centralized leadership of the Oregon Convention Center (OCC) administrative team responsible for performing the most complex administrative responsibilities for OCC, as well as implementing special projects. Administrative oversight responsibilities include processing accounts payable and receivable, corporate payment card reconciliation, staff travel reconciliation, procurement solicitation and contract processing support for all OCC departments. This position will work collaboratively with other managers and supervisors to ensure effective business operations and to provide direct administrative support to the facility management teams, including budget development and ongoing financial reporting.

DISTINGUISHING FEATURES

This is a single unit classification distinguished by the position's focus on administrative and operational functions.

DUTIES AND RESPONSIBILITIES

1. Supervises daily functions of administrative team responsible for processing accounts payable and receivable, corporate payment card reconciliation, procurement, and staff travel reconciliation. Assigns work, evaluates performance and provides professional development (mentorship, coaching, and training of processes and best practices) to the team of employees performing these services.
2. Provides project management and coordination for OCC special projects (non-construction) for example LEED, Sustainable Event Standards, Energy Trust of Oregon and GBAC support. Plans and arranges project resources and develops schedules and work plans. Works across departmental teams frequently to complete projects and ensures proper record keeping for ongoing certifications.
3. Identifies, plans, implements and assigns process improvement opportunities for the department to improve efficiency of operations. Provides input, research, analysis and training to implement identified process improvements to enhance workflow, improve efficiency, etc.
4. Manages the procurement process for non-capital venue related procurements. Provides input and assists in scope development. Oversees insurance requirements.
5. Performs budget related duties for assigned departments. Provides research and input for budget process. Reviews expenditures for reserve accounts and invoicing for DAS and Data Center.

6. Enhances utilization of software systems used by facility management teams including Asset Essentials and Ungerboeck.
7. Plans, supports and assists in coordinating the work for annual ongoing preventative building service and maintenance requirements. Refers to contracts to ensure proper services are scheduled and billed correctly.

It is the responsibility of all Metro employees to:

1. Actively participates on committees and/or attends meetings as assigned.
2. Fulfills Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability.
 - Builds and maintains positive relationships and contributes to a positive team atmosphere; engages others in ways that foster respect and trust.
 - Encourages and appreciates diversity in people and ideas – seeks to understand the perspectives of others.
 - Provides excellent customer service – assists the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations.
 - Practices continuous improvement - researches new possibilities, contributes ideas and stays current in field of work.
 - Demonstrates sustainable practices in applicable field and generally for resource use and protection.
 - Works assigned schedule (if applicable) and exhibits regular and predictable attendance.
 - Works in a safe manner and follows safety policies, practices and procedures.
 - Complies with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate.
3. Performs assigned duties during an emergency situation.
4. Performs other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

- Bachelor's degree in the assigned program area or a related field and three years progressively responsible experience in the field or,
- Associate's degree or equivalent related to area of assignment and five years progressively responsible experience or,
- Possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier or,
- Any combination of experience, education and training which provides the equivalent scope of knowledge, skills and abilities necessary to perform the essential job duties.

Preferred:

- Experience working in the public sector.

Knowledge, Skills and Abilities:

- Knowledge of principles and practices of administrative processes.
- Knowledge of effective management, including team building, personnel supervision, training and performance evaluation.
- Knowledge of principles and practices, and the legal requirements, regulations, and laws applicable to area of assigned responsibility.
- Knowledge of computer software programs: Microsoft Outlook, Teams, SharePoint, Word, Excel, Ungerboeck, Computerized Maintenance Management Systems (CMMS).
- Skill in copyediting and formatting business documents.
- Skill in project management.
- Skill in supporting facility operations teams and proven experience building and leading teams.
- Skill in budget and expenditure control.
- Ability to schedule, implement and evaluate tasks and activities of staff.
- Ability to mentor and train others.
- Ability to analyze and evaluate operational effectiveness.
- Ability to respond to situations with logical, methodical and innovative analysis.
- Ability to communicate and coordinate multiple and complex tasks to support and professional staff.
- Ability to establish and maintain working relationships with staff across all departments to accomplish the goals of the department and venue.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to be flexible and adaptable to changing and competing priorities.
- Ability to maintain confidentiality and discretion with sensitive matters.
- Ability to perform essential duties and responsibilities.
- Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
- Ability to successfully pass the background check and screening requirements required for the position.

SUPERVISION RECEIVED

- Supervision is received from an assigned Supervisor or Manager.

SUPERVISION EXERCISED

- Full supervisory authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline, or to adjust grievances.

TOOLS AND EQUIPMENT USED; PROTECTIVE CLOTHING

- All standard office equipment including but not limited to computer, printer, and copy machines; computer software related to the position.

WORK ENVIRONMENT

- Work is performed in a standard office environment where work pressures, disturbances of workflow and/or irregularities in the work schedule are expected and occur on an intermittent basis. Changes in the performance environment require occasional upgrading of skills. Minimal physical exertion is generally required. Learned physical skill is required to perform keyboarding and 10-key functions.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.