



# Government of Trinidad and Tobago

## JOB DESCRIPTION

### CONTRACTUAL POSITION

**JOB TITLE:** COMMUNITY FACILITY COORDINATOR

**JOB SUMMARY:**

The incumbent is responsible for ensuring the smooth day-to-day running of the Regional Complex, providing services for a very diverse community. The Coordinator will have responsibility for the delivery of effective administrative and financial systems; day-to-day interaction with users of the facilities, service providers and the general public; and the supervision of staff. Work includes managing the resource of the Regional Complex to best meet the needs of the local community.

**REPORTS TO:** Director, Community Development Division

**SUPERVISION GIVEN TO:** Business Operations Assistant I

**DUTIES AND RESPONSIBILITIES:**

**Administration**

- Coordinates activities at the Regional Complex, ensuring the effective day to day running of the facility for the benefit of its users and the Ministry.
- Works with community-based groups, Committees and Village Councils to ensure programmes delivered through the Regional Complex by the Ministry is in keeping with the vision for development of the local community, developing working relationships with key local partners.
- Organises and maintains efficient administrative systems.
- Participates with other Coordinators and staff in developing systems, policies and procedures to ensure the effective delivery of services.
- Assists in dealing sensitively with the range of complex and challenging issues presented by users.
- Organises and maintains an efficient library of reference material in the reception area for both staff and visitors use.
- Monitors the use of services by ensuring groups maintain registers; recording statistics on relevant databases and collating information for evaluation and monitoring purposes.

**Finance**

- Undertakes financial tasks such as petty cash payments and preparing invoices.
- Prepares pay sheets, ensuring that all information is given in on time.
- Liaises with Procurement personnel at the Ministry responsible for placing orders for goods and services, ensuring delivery of work, goods and materials.
- Processes and prepares relevant financial information for submission to the Director, Community Development Division.
- Manages overhead costs at a level within agreed budgets.
- Liaises with subordinate staff to ensure that fees are invoiced and collected.

**Personnel**

- Supervises the work of staff for whom the incumbent is responsible, delegating tasks as appropriate.
- Ensures that staff are trained to carry out tasks required, including health and safety training and emergency procedures.

**Maintenance and Cleaning**

- Manages the maintenance of the Regional Complex's building infrastructure and its contents in line with set standards, recording issues and liaising with Facilities and Project Management Unit at Ministry, to ensure that repairs are carried out.
- Oversees the work of maintenance and janitorial service providers to ensure that the Complex is presented in a condition to meet the expectation of users.
- Ensures that all amenities of the Complex meets the requirements of the relevant public health and safety authorities.

**Health and Safety**

- Carries out safety drill tests and ensures that the Regional Complex meet occupational safety and health requirements.

**Promotion**

- Liaises with the Ministry's Corporate Communications Unit to promote the Regional Complex through a range of mediums e.g. social media sites, posters, leaflets etc.
- Contributes ideas for the improvement of the Complex facilities and its future development, through user feedback and identifies new potential revenue areas.

**Inventory**

- Compiles and maintains records of quantity, type, and value of material, equipment, furniture, or supplies stocked in Complex.
- Determines the need for, and prepares or oversees the requisition, receipt, storage, distribution and maintenance of office supplies and equipment.
- Manages storage space and equipment usage within the building.

**Customer Relations**

- Meets with potential hirers of the Regional Complex, discusses requirements and negotiates terms of hire.
- Ensures that Guidelines for Use of Regional Complexes procedures are strictly adhered to.
- Maintains the Regional Complex Booking Register, ensuring that bookings are recorded and errors from missed or duplicated bookings are avoided.
- Opens up rooms or hands out keys to approved users/hirers, ensuring that keys are returned at the end of period reserved for.
- Manages bookings taking place outside of normal opening hours, catering to the requirements of the hirers.
- Ensures that customer requirements and expectations are communicated and satisfied.

**General Duties**

- Attends meetings when required and submits reports on activities of the Regional Complex.
- Performs other related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:****KNOWLEDGE:**

- Considerable knowledge of modern office practices and procedures.
- Considerable knowledge of relevant Public Service rules, regulations, instructions and procedures.
- Knowledge of office management principles and techniques.
- Knowledge of relevant financial rules and regulations.

**SKILLS AND ABILITIES:**

- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.
- Ability to compose and prepare standard documents such as letters, memoranda, minutes and reports.

	<ul style="list-style-type: none"><li>▪ Ability to prepare and administer budgets, maintain accounting records and prepare reports.</li><li>▪ Ability to communicate effectively both orally and in writing.</li><li>▪ Ability to establish and maintain effective working relationships with staff, clients and members of the public.</li><li>▪ Ability to work beyond normal working hours as required.</li></ul>
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**MINIMUM EXPERIENCE AND TRAINING:**

- Minimum five (5) years' experience performing a variety of office management/administrative/coordinating duties, including at least three (3) years' managing community buildings and its services;
- Training as evidence by the possession of an Association of Business Executives Diploma (ABE) from a recognised institution;

**OR**

- Any equivalent combination of experience and training.

