**POSITION TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**JOB DESCRIPTION**

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| **A. POSITION OBJECTIVE:** |
| **B. PRINCIPAL RESPONSIBILITIES**  **Management & Administrative Functions**   1. Track/approve 2. Maintain 3. Supervise   **Vendor Interface Functions**   1. Prime contact 2. Assure 3. Maintain   **Owner Interface Functions**   1. Responsible for 2. Responsible for 3. Make sure   **Board Of Director Interface**   1. Work with 2. Prepare 3. Work with 4. Prepare 5. Communicate 6. Take action |
| **C. JOB SKILLS REQUIRED**   1. Maintenance skills    * Experience in 2. Communication skills    * Speaks effectively 3. Leadership skills    * Fosters teamwork 4. Self-Management skills    * Acts with    * Knowledgeable in 5. Interpersonal Skills    * Builds Relationships    * Exhibits    * Manages 6. Computer/Software Skills    * Utilizes    * Utilizes    * Proficiency    * Has basic spreadsheet skills |
| **D. DIMENSIONS/SCOPE**   1. **Staff**: Provides leadership and coordinates 2. **Customers**: Interfaces with 3. **Vendors**: Coordinates with 4. **Financial/Assets**: Provides overall support |