**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
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| **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
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| **D. DIMENSIONS/SCOPE**1. **Staff**: Provides leadership and coordinates
2. **Customers**: Interfaces with
3. **Vendors**: Coordinates with
4. **Financial/Assets**: Provides overall support
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