

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ARCHIBUS DATABASE FACILITATOR

SALARY SCHEDULE: SSP-13

COST CENTER: FACILITIES SERVICES (9029)

QUALIFICATIONS:

- (1) 3-5 years experience with software programs or systems that provide delivery of financial, operational and technical expertise in facility management
- (2) Experience with data reviews and data quality analysis.
- (3) Understanding and experience in processes of capital budgeting, building maintenance and space planning.
- (4) Experience with project management concepts and principles.
- (5) Experience with building and maintaining databases.
- (6) Working knowledge of Computer Assisted Design (CAD) software.
- (7) Expertise in concepts of systems analysis and design preferred.
- (8) Excellent in both verbal and written communication skills.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability and experience with the set up, implementation, and management of ARCHIBUS modules. Ability and/or experience with creating ARCHIBUS. Experience with downloading and uploading files between distinct systems and platforms, and importing files from the web and updating the resident system. Excellent customer service orientation

REPORTS TO: Director of Facilities Services

JOB GOAL

The ARCHIBUS Database Facilitator is responsible for the overall operation of ARCHIBUS, the District's primary facility management system. The incumbent will be the primary interface between users (Facilities, Construction, Long Range Planning, and Budget), the ARCHIBUS database, and the product vendor. The goal of the position is to help managers at all levels capitalize on the data in and the capabilities of the Facility Management System.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Supports the Operations departments in their use of facilities management software through training, first line software support (primarily ARCHIBUS and COMET) and data element maintenance.
- * (2) Works with appropriate departments to establish work management data standards.
- * (3) Processes and generates facility management reports as directed by management.
- * (4) Serves as liaison between appropriate management and the software vendor(s).
- * (5) Works with software vendor(s) to maintain appropriate version levels and schedules implementations of updates as needed.
- * (6) Facilitates regular meetings with users to identify issues and provide direction for their resolution.
- * (7) Maintains a current understanding for the relationship between different components of facility management and the building plans and floor layouts.
- * (8) Maintains the selected Capitol Budget software and its relationship to work management and building assessments.

ARCHIBUS DATABASE FACILITATOR (Continued)

- * (9) Serves as liaison between users and IT for communications and process development.
- * (10) Analyzes workflow for internal improvements and ensures compliance with process standards related to facility management.
- * (11) Coordinates with the appropriate departmental personnel to maximize the potential use of existing software and plan for the implementation of expansion into other areas of facility management.
- * (12) Provides technical support for maintenance of the facility management database.
- * (13) Coordinate, analyze and propose systems to advance facility management and maximize the organization's physical assets.
- * (14) Manage and adjust cost estimates for individual project types using ARCHIBUS planning and budgeting tools.
- * (15) Participate in workshops and training sessions as required.
- * (16) Keep supervisor informed of potential problems or unusual events.
- * (17) Respond to inquiries and concerns in a timely manner.
- * (18) Prepare all required reports and maintain all appropriate records.
- * (19) Follow all School Board policies, rules and regulations.
- * (20) Exhibit interpersonal skills to work as an effective team member.
- * (21) Demonstrate support for the School District and its goals and priorities.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

*Essential Performance Responsibilities