

**San Jose/Evergreen Community College District  
Classified Job Description**

**Position:** Furniture, Fixture & Equipment Coordinator

**Department:** Business Services

**Location:** SJCC or EVC

**Date:** 3/15/2017

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**POSITION PURPOSE**

Under the direction of the college Business Services Supervisor or assigned administrator, performs a wide variety of buying and purchasing activities, order tracking and management, price negotiations, and price dispute resolutions with regards to the acquisition and installation of furniture, fixtures and equipment (FF&E) for the College and Bond program. The position coordinates and oversees furniture/equipment moves and related activities, and assists the supervisor in developing program policies and guidelines in assigned areas. Incumbent in this position provides fiscal reporting and accountability for FF&E purchases and inventories, and provides work direction and guidance to various personnel in the related projects.

**KEY DUTIES and RESPONSIBILITIES**

1. Serve as primary contact for all FF&E requests and purchases for the College and the Bond Program and as a liaison between College staff and bond program managers, engineers, designers and contractors.
2. Receive furniture, fixture and equipment requests, place orders and coordinate office installations and oversee furniture/equipment moves and related activities.
3. Create and process requisitions related to FF&E; process property control transfer and disposal document; coordinate work with CTSS and/or Facilities.
4. Develop and maintain FF&E database with associated contacts, cost, lead times, and warranties, available finishes, shipment, etc.
5. Coordinate with District Office to organize and update college-wide asset management system.
6. Negotiate with vendors for best pricing, and conduct market research and supplier analysis to identify opportunities for cost reduction.
7. Disseminate information of FF&E to administration, faculty and staff; communicate and resolve outstanding list items/issues impacting the college with appropriate bond program personnel.
8. Provide work direction and guidance to FF&E related personnel such as vendors or contractors.
9. Conduct regular meetings to communicate, review and revise plans and procedures regarding moves and the procurement and installation of FF&E.
10. Develop, recommend and implement program schedules for the procurement of FF&E; coordinate the delivery of FF&E services to multiple college programs and departments.
11. Provide regular reports to management on the status of FF&E schedules, furniture/equipment procurement, set-up, and move schedules.
12. Maintain records of transactions and use of equipment and services.
13. Work with District Purchasing to develop purchase requisitions and bids specifications.

14. Inspect shipments of materials, equipment and supplies received in order to ensure compliance with purchase order specifications. Identify and reports shortages, damages and other discrepancies.
15. Perform other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Planning and coordinating day-to-day activities and operations of FF&E procurement and move management.
2. Developing and presenting plans and schedules.
3. Budget development, monitoring and control.
4. Methods of purchasing and contract administration.
5. Project management and coordination methods.
6. District organization, operations, policies and objectives.
7. Procedures used in contracting for professional services, construction and the purchase of supplies and equipment.
8. Accounting principles on inventory and asset management such as economic reorder points.
9. Excel, Word, Outlook, internet, asset management database and administrative applications.
10. Capital asset inventory methods, maintenance, procedures, practices and terminology used in Purchasing and Accounting.
11. Modern office practices, procedures and equipment.

### **Skills and Abilities to:**

1. Perform accurate mathematical calculations on 10 key and navigate financial and asset management databases.
2. Prepare reports and maintain records with speed and accuracy.
3. Carry out oral/written instructions and work independently and with sound judgment.
4. Assure compliance with applicable District policies, procedures and governmental regulations.
5. Establish and monitor program/project budgets; maintain accurate records.
6. Provide work direction and guidance to contractors, vendors and various college personnel.
7. Establish and maintain cooperative and effective working relationships with others.
8. Communicate effectively both orally and in writing.
9. Interpret, apply and explain rules, regulations, policies, guidelines and procedures.
10. Operate a computer and assigned office equipment.

11. Prepare and make public speaking presentations.

**Education and Experience:**

1. Associate degree.
2. Three years of progressively responsible experience performing inventory control, analysis, inventory accounting and identification.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

**WORKING CONDITIONS**

**Environment:**

1. Office environment.
2. Occasional evening and weekend work.
3. Travel to off-site locations to conduct work as required.

**Physical demands:**

1. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight of 10 – 50 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to communicate both verbally and in writing to exchange information.

Date Approved: 3/14/2017

Salary Range: 110

EEO-Category: 2B3 – Technical/Paraprofessional