

Job Code: 101368
Position # (PSA) (NE)
Developed by: TFF; JB
Reviewed by: SG; DLJ
Approved by:..... LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Small Projects (Office of Small Projects) (OSP)
DIVISION: Administration and Finance
REPORTS TO: Director of Small Projects
GRADE: 7
SUPERVISES: May supervise the work of support staff and student assistant(s)

BASIC FUNCTION:

Assist the Director of Small Projects and the Project Managers in the day-to-day administrative and operational functions of the Office of Small Projects; coordinate special projects, manage OSP's public relations and customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop and manage the Office of Small Projects' operational systems, including office management and procurements.

Provide OSP administrative support as needed, such as the following: assisting with personnel actions; arranging meetings; making office travel arrangements; developing and maintaining office procedures and files; maintaining the professional resource library; arranging for maintenance of computers, software, phones and electronic communication equipment.

Oversee financial administration of the office budget, procurement and accounting paperwork related to office purchases, payroll reporting, OSP consulting contracts, vendor contracts, initiating college requisitions, limited value purchase orders, and other financial matters.

Coordinate development of Office of Small Projects website, maintain and update content on a regular basis. Develop procedures to regularly update other departments within the Business Services Division regarding ongoing projects and office activities. Prepare university and public relations materials as needed.

Assist with management of Request for Projects. Record, log and maintain the Office of Small Projects' work plans and distribute to Project Managers and Director.

Assist with the collection of space program data, design documents, project budgets, and costs estimates for the preparation of presentations and reports for the Office of Small Projects.

Assist with maintenance of Construction Submittals; record, log and track submittals. Coordinate between design agents and contractors to ensure timely turnaround for review and resubmittals.

Assist with preparation of Requests for Proposals for Architectural and Engineering Services as well as processing of responses; assist with the preparation and editing of consulting services contracts; work with University and State Purchasing Offices to facilitate award of A/E contracts.

For ongoing active projects, assist with development of office procedures and systems for tracking project data, schedules, status & budget. Oversee the OSP project managers' maintenance of the electronic and paper filing system for active projects. Track milestone dates and prepare summary reports for projects, including the status updates of projects, University and R.I. agency plan approvals, solicitations and award status, project schedule and project budgets.

As directed, coordinate OSP's projects with the R.I. State Building Code Commission, R.I. State Fire Marshal, R.I. Historical Society, the Town of South Kingstown, and other governmental groups.

Assist with Small Projects by gathering field information and record documents, preparing work orders for URI Facilities Operations, obtaining vendor proposals, and other pre-design and pre-construction activities.

Handle information of a sensitive and confidential manner; prepare and process routine and complex correspondence.

Serve as facilitator for OSP; respond to project information requests, and coordinate with administrators, faculty, staff and the external community as needed.

Perform research, develop plans/procedures and prepare routine and special reports as directed.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as designated by the Director and Project Managers for the Office of Small Projects.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, spreadsheet, web page, database and scheduling software, fax and copying machines.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum three years' experience in an administrative position that includes work in facilities planning, design, and/or construction management; Demonstrated experience in computing (i.e. database management, spreadsheet, word processing, web page and scheduling software); Demonstrated experience in programs utilizing PC and web-based platforms; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated mathematical, analytical and problem-solving skills; Demonstrated supervisory experience; Demonstrated ability to coordinate complex management tasks; Demonstrated time management and organizational skills; Demonstrated ability to interpret and integrate institutional policies, rules and regulations into office operations; and, Demonstrated ability to work with a diverse groups/populations.

PREFERRED: Demonstrated work experience in an architectural or engineering office; Demonstrated work experience in a higher education setting; Demonstrated knowledge of construction document formats and standards; and, Demonstrated experience with accessing information from PeopleSoft or a similar institutional accounting system.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.