



Classification: Leasing Contracts Coordinator

Title Code: V00165

Pay Range: 18

POSITION SUMMARY:

This is responsible technical work within the Driver Examination Division. An employee in this class is responsible for initiating the lease process, providing the needed information to the Division of Facilities Management, Design and Construction, making recommendations reference leased property, and requesting funds to support the leasing program. The employee also serves as a liaison between troop personnel, landlords, the Department of Revenue and the Division of Facilities Management, Design and Construction. Work is performed independently within the framework of rules and procedures; however, deviations from established precedents are normally cleared with the employee's immediate supervisor.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Assists with the layout of office space, drafts specifications for space needs and submits to the Division of Facilities Management for approval; makes recommendations reference leased property.

Develops the annual lease budget reference the submission of new lease requests, additional requests for expiring leases, and requests for advertising and maintenance contract funds.

Develops and prepares maintenance contracts and disseminates bid packets to troop personnel. Maintains computer records of expenditures and budget on personal computer.

Attends various meetings with other state agencies reference bid proposals for leased property, bid evaluations, fund verification, legislative budget hearings on leased property, etc.

Serves as liaison between the Patrol, Department of Revenue, and the Division of Facilities Management, Design and Construction.

Processes division invoices and forwards for payment.

Types and files correspondence, reports, forms, etc.; maintains various clerical records and files; compiles periodic reports.

Reviews various reports and forms (e.g., SHP-232's, third party audits, etc.) for accuracy and clarity.

Answers inquiries, by telephone and in person, reference license application procedures, Driver Examination program, Missouri licensing regulations, etc.

Operates standard office equipment (e.g., typewriter, calculator, duplicating machine, etc.).

Performs other related work as assigned.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of Missouri rules and regulations governing leases, the bid process and payment of invoices.

Knowledge of the general principles and practices of public and business administration.

Knowledge of business English, grammar, spelling, and arithmetic.

Knowledge of modern office practices, procedures, and equipment.

Ability to work independently with general supervision.

Ability to exercise a high degree of professionalism and diplomacy in dealing with situations where political, community, and/or business interests may be in conflict with the needs of the state.

Ability to understand and follow complex written and oral instructions.

Ability to organize and plan work effectively.

Ability to think logically and to analyze and interpret problems assigned.

Ability to make decisions in accordance with laws, policies, and regulations and apply these to work problems.

Ability to type at a rate of 40 words per minute with ten (10) errors or less.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a high school or possess a GED.

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NECESSARY SPECIAL REQUIREMENTS:

None.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.