



## FURNITURE & MOVE COORDINATOR

Effective Date: 6/22/2011

Job Code: 410FMC

Bargaining Unit: PEA

### Position Summary

Perform professional work planning and coordinating furniture purchases and furniture utilization, including assembly, installation, repair and maintenance; designing of room layouts; developing product performance standards, managing vendor contracts; planning and coordinating the refurbishing of district buildings; developing and communicating guidelines for furniture usage; editing the furniture web site; planning and coordination of programmatic moves; and performing related duties as required.

### Reporting Relationship

Report to the Operations Logistics Supervisor.

### Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Coordinate furniture related services for District facilities; works with administrators, project planners, custodial staff, and other stakeholders to meet the needs of furniture users.

Procure outside contractors for furniture purchases and installation work; maintain contracts.

Contact vendors and coordinate furniture deliveries and installation, moves and relocation services at district facilities.

Plan and/or participate in space moves within the district such as classroom, office, library or building moves.

Design room layouts and how furniture is to be utilized within space allocated.

Coordinate furniture related services, in-house moves and relocation services at district facilities.

Receive and approve site and/or program requisitions to purchase furniture.

Prepare furniture orders and determine products to be purchased.

Serve as first point of contact for furniture and move services; provide customer service and respond to stakeholder inquiries.

Perform on-site learning walks to determine furniture needs at district facilities.

Plan and coordinate furniture warehouse and maintenance operations; evaluate and report periodically on the condition of furniture in the district.

Collect and analyze data to expand service, improve efficiency and reduce costs.

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### **Responsibilities (continued)**

Develop and recommend to administration a plan for long-range furniture usage, maintenance, and replacement for all district facilities, including a cost benefit analysis; implement the approved plan,

Establish and review periodically methods and systems for handling and distributing furniture throughout the district.

Provide work direction to staff assigned to work on furniture moving and installation and other related projects; review work and provide feedback to department supervisor.

Analyze and review work programs, schedules, staffing, routes, policies, procedures, and other planning or performance data with focus on safety and efficiency and opportunities for improvement.

Maintain all the necessary documentation and prepare materials for the training of new employees.

Prepare and maintain a variety of records, reports, and recommendations as required or directed

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Perform other related duties as assigned.

### **Knowledge, Skills and Abilities**

Considerable knowledge of the design process.

Considerable knowledge of the manufacturing, distribution and procurement processes for furniture.

Considerable knowledge of furniture construction.

Considerable knowledge of transportation and equipment options, specific space limitations and time requirements, routing techniques and concepts and any hazards or other delivery factors.

Working knowledge of the furniture and equipment used in an educational setting.

Working knowledge in new methods of providing furniture related services.

Working knowledge of the equipment, forklifts, vehicles and other items and materials that are used at a furniture warehouse.

Working knowledge of inventory management, ordering processes, and information systems designed especially for inventory and warehousing systems.

Working knowledge of basic operations management, research techniques and quantitative analysis.

Working knowledge of modern principles and practices of accounting and budget administration.

Strong communication skills, both oral and written.

Strong relationship management skills.

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### **Knowledge, Skills and Abilities (continued)**

Considerable ability to plan and coordinate furniture maintenance work.

Considerable ability to estimate the material and labor costs of furniture related projects.

Considerable ability to analyze research and prepare recommendations related to furniture.

Considerable ability to interact effectively with school officials, contractors, department employees and the public.

Considerable ability to operate and train others on a variety of delivery vehicles and handling equipment used in the moving, storing, and delivery of supplies and materials.

Considerable ability to determine priorities, plan, organize, coordinate, evaluate and implement work programs.

Considerable ability to evaluate information and prepare recommendations.

Working ability to provide daily work direction to others.

### **Minimum Qualifications**

Bachelor's degree in interior design and two years of work experience in corporate or education interiors, including some experience designing spaces, purchasing furniture and coordinating furniture moves and installations. (Equivalent combinations of education and/or experience will be considered.

Must possess a valid Minnesota Class D driver's license or equivalent out-of-state driver's license, with a good driving record, without any serious moving violations, and no revocations or suspensions for the three years prior to the date of examination (suspensions for parking-related offenses excluded).

### **Preferred Qualifications**

- Experience working in an educational setting.
- Knowledge of Furniture, Fixtures and Equipment (FF & E) furniture systems and specifications, color and materials.