

**Wright State University**  
**CLASSIFIED JOB SPECIFICATION**  
**Operations Coordinator 2**

**I. JOB INFORMATION**

**Job Title:**      **Operations Coordinator 2 (CS 03)**

**Job Class:**      **31514**                      **FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under general supervision performs a variety of duties and tasks related to the set up, operation and tear down of rooms and equipment for events.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Prepares and sets up physical arrangements (i.e. stage, wings, etc.) operation for various events.
- Interacts with planners to ensure accuracy of event setup. Makes and makes adjustments to setups.
- Supervises and directs the work activities and functions of others including hiring, training, evaluation and assignment of duties. Recommends disciplinary actions including termination
- Provides on-site technical assistance as needed at all events. Assesses projects and determines most efficient methods and equipment to be used. Inspects and determines when to repair or replace equipment.
- Inspects equipment for malfunctions. Determines when to repair or replace a piece of equipment.
- Prepares reports, maintains logs and manages scheduling.
- Monitors expenditures, tracks wages and assists in managing inventory of furniture and equipment.

*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

Two years of post- secondary education and six months of (FT) related work experience OR, a high school diploma or GED and two years of (FT) related experience. Excellent verbal/communication skills. Ability to calculate basic math. Good public relations and interpersonal skills. Previous supervisory experience. Ability to train employees.

**V. WORKING CONDITIONS**

Conditions may require walking, stooping, pushing, pulling, lifting (less than or equal to 40 pounds), bending, handling equipment and materials.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

None

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

Must possess a valid United States driver's license for at least one year and maintain eligibility to operate University motor vehicles.

**VIII. JOB SERIES**

31500

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*