Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 4/30/2026

Coordinator, Administration Building

Pay Scale: B
Level: 16
FLSA Status: Exempt
Job Family: Administration
Primary Location: Administration Building

Department Overview
The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview
The Administration Building Coordinator directs maintenance and operational support activities to ensure efficient day-to-day functioning of the Loudoun County Public Schools (LCPS) Administration Building.

Roles and Responsibilities
The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Oversees logistics for LCPS Administrative Building
- Monitors the condition of the facility and coordinates requests for scheduled and emergency maintenance and repairs; schedules and coordinates all regular custodial work in the building; maintains files and records of all such activities
- Serves as the point of contact for all occupant requests for maintenance/service in the building. Has overall responsibility for the orderly use of the delivery area of the building
- Coordinates changes to workstation layouts and collaborates with Construction Services to maintain awareness of all building construction projects
- Hires and evaluates Administrative Building Operations personnel
- Supervises the copy center, mail distribution, custodial services, building engineer, contracted security services and front desk reception
- Schedules the use of conference and meeting rooms for LCPS, as well as outside groups, including coordinating setups/take-downs and AV requirements
- Coordinates yearly shredding event for the entire school system
- Coordinates with outside contractors for AV equipment/services in the boardroom
- Manages office budget, purchasing, and vendor contract review
- Coordinates internal moves, relocation of office equipment, and telecommunications with minimal interference to building occupants; coordinates the security of the building including key control. Coordinates and acts as a liaison to the vendor for office furniture purchases/installations and redesign of office space
- Coordinates emergency evacuation procedures for the Administration Building

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
High School Diploma or GED

Experience
Three (3) years of progressively successful experience in facilities management

Licenses and Certifications

Knowledge, Skills and Abilities
- Knowledge of computerized maintenance management systems
- Demonstrated leadership/management experience and effectiveness
- Strong interpersonal skills and the ability to work well with all levels of people in the organization
- Knowledge of OSHA and other relevant Federal and State regulations

Physical Requirements
The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Work requires frequently sitting and/or remaining in a stationary position for long periods of time; exerting up to 25 pounds of force occasionally and negligible amounts of force frequently to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure
Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.