



JUVENILE WELFARE BOARD OF PINELLAS COUNTY

The Juvenile Welfare Board of Pinellas County (JWB) has been making the health, safety, and well-being of our county's children a priority for 75 years. We invest in partnerships, innovation, and advocacy to strengthen Pinellas County children and their families.

JOB OPPORTUNITY

September 8, 2023

The Juvenile Welfare Board offers a comprehensive benefits package, including medical, vision, dental, and life insurance as well as vacation and sick leave, tuition reimbursement, and participation in the Florida Retirement System among other benefits.

Position Title:	Facilities and Stockroom Coordinator	Department:	Information Technology
Reports To:	Director of Information Technology	FLSA Status:	Non-Exempt
Pay Grade:	101	Hiring Range:	\$16.59-\$21.98/Hourly (\$34,505.00-\$45,719.10/Annually) Salary is commensurate with experience

Purpose: This position serves as the building coordinator between JWB and St. Petersburg College (SPC) and is responsible for ensuring all building and moving needs for the staff are met. This position is also responsible for coordinating the storage and production areas which includes receiving items, tracking inventory, packing and assembling items, delivering and transporting materials, and arranging meeting room setup and breakdowns for events.

Key Responsibilities:

- Responsible for being the main facility contact between SPC and JWB to ensure all work orders are placed for building maintenance and repairs, building generator reports are received, building security badges are maintained, and arranging security personnel as needed.
- Maintains the JWB Storage and Production area to ensure it is kept neat, organized, and free of safety hazards.
- Maintains inventory of items in a database tracking system, by initiative/collaborative/campaign, and provides regular updates to manager(s)/staff responsible to prompt reorder.
- Receives incoming orders, ensures accuracy, and stores, stocks and organizes items as needed.
- Receives direction from managers other designated staff across the organization such as but not limited to scheduling of events that need setup/tear down, ordering promotional items, scheduling delivery of items, and such.
- Assembles events' promotional items, packets and marketing materials as needed.
- Maintains a shipping and receiving schedule.
- Performs sets and tear down as needed for internal and community events.
- Works with vendors to maintain building items such as water, first aid boxes, AED devices, recycling containers, fire drills, and ice machines.
- Assembles and moves office furniture as needed.
- Purchase building supplies, marketing materials, and other items as directed.
- Setup and breakdown conference room tables, chairs, etc. for meetings, trainings, and events as needed.
- Loads/unloads and operates the van to deliver items for events or partner agencies.
- Drive the JWB van safely and follow all traffic regulations. Inspect and maintain vehicle safety by scheduling and documenting on time vehicle maintenance services, such as oil changes, repairs, and cleanings.
- Processes outgoing mail.
- Provides coverage of the JWB front-desk for the receptionist as needed.
- Other duties as assigned.

Specifications:

- High School diploma and 3 years' experience in facility and/or warehouse work.
- Ability to stand sit or walk, climb, kneel, crouch, or crawl frequently and move or lift boxes up to 50 pounds.
- Ability to operate small tools and assemble office and stockroom shelving, desk, chairs, etc. with written instructions.
- The employee may use equipment such as a utility cart, hand truck, dollies, platform trucks, a dolly, pallet trucks and other stock room equipment.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to operate a computer and perform data entry.
- Experience with Microsoft Word, Excel, Outlook.
- Ability to work weekends and nights as needed for events (advance notice will be given).
- Provide excellent customer service with the ability to develop long term relationships with colleagues, vendors, and community partners.
- Demonstrates advanced written and verbal communication skills.
- Works well independently and has strong problem-solving skills, time management, and organizational skills.
- Ability to take direction from multiple sources and prioritize tasks.

- Ability to operate a van following traffic laws.
- Possesses a valid Florida State Driver's license with a clean driving record.

Additional Requirements:

- Successfully pass a Level 2 background screening as required by Ch. 435 Florida Statutes.
- Possess a valid driver's license or access to reliable transportation.

Working Conditions:

- JWB staff shall reside within the Tampa Bay area. Physical presence at the JWB building and other sites in Pinellas County is required to perform key responsibilities.

Interested Applicants, please submit resumes by Monday, September 25, 2023:

Juvenile Welfare Board of Pinellas County, Attn: Human Resources Unit

14155 58th Street N. Clearwater, FL 33760

email: hr@jwbpinellas.org or fax: 727-453-5610 Website: www.jwbpinellas.org

The Juvenile Welfare Board is an equal opportunity employer. The Juvenile Welfare Board is an E-Verify Employer.

Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment by the state and are encouraged to apply for the positions being filled.

Applicants interested in claiming Veterans' Preference please apply at: www.jwbpinellas.org

All applicants are advised that applications in Florida become a matter of public record upon receipt.