Finance & Administration Division - Facilities Management

Facilities Services



Paul Corcoran Assistant Vice President for Facilities Management



David Cowan Facilities Services Director Administrative Management Director I 0.65 FTE 215022; 0.35 FTE 337830

Parking and Transportation Services (\$1.4 Million): Buses, Mayerick Shuttle and Red Eye Shuttles Facilities Management Website Maintenance Vending Administration (\$50,000) **Budget Coordination for Facilities Management**

Traffic Control for Special Events and Intersections Surplus Pickup and Disposition

Bookstore Contract Administrator

Tammy Trcka Office Support Services Coordinator Lead Worker (WOC) Central Services Administrative Specialist Senior 1.0 FTE 215010

Helen Walters Office Manager and **Vehicle Operations Coordinator** Office & Administrative Specialist Senior 0.40 FTE 215022; 0.15 331010; 0.45 216043

\$250,000 Passenger Fleet Services Center \$90,000 Maintenance Fleet **Red Eye Nighttime Shuttles**

Vacant

Office &

Administrative

Specialist Intermediate

1.0 FTE 215010

Jill Rollings **Facilities Purchasing Coordinator** Buyer 2 1.0 FTÉ 215022

Receiving & Delivery Services

University Stores & Fixed Asset Inventory Management 214013/216032

Janitorial/Maint, Svc. Cnt. \$400,000

Office Supply Services Center \$10,000

Postal Services 216000 / 216041

\$430,000 Postal Service Center 216041

Services 215010 / 214006 Self-sustaining

Mass mailing/barcoding Temporary clerical assistance Address system maintenance

Vacant Office & Administrative Specialist Intermediate 1.0 FTE 214006

214006 - \$100,000 Self-Sustaining Service Center

Office Support

Maverick Shuttle **Automobile Driver** 1.0 FTE 337870



Office Moves Delivery and Surplus, Surplus Pickups & Pre-price Equipment Moves Storeroom Deliveries Other Deliveries as Assigned

Ricky Melvin

Delivery & Surplus

Coordinator Central Services

Administrative Specialist

Intermediate

1.0 FTE 214015

Kevin Hughes Automobile Driver 1.0 FTE 214015



Postal Pickups and Delivery (non- residence hall) Off-campus Pickups Package Deliveries

Receiving Coordinator **Central Services** Administrative Specialist Intermediate 1.0 FTE 214015

Shipments checked against purchase orders and known credit card purchases. Coordination of outgoing and incoming commercial carrier deliveries (UPS, Federal Express, Speedy, etc.) Ensures routine downloading of internal MSU package tracking system.

Vacant **University Stores Coordinator** Central Services Administrative Specialist Principal 1.0 FTE 214013

Coordinate all inventory functions, issue and purchase all maintenance items. Receives non-stock (\$500,000 + from M&E. R&R and revenue fund) and in-stock merchandise. Provides oversight to \$300,000 in-stock storeroom shelf service center.

Vacant

Vacant Fixed Asset Coordinator Office & Administrative Vacant Specialist Intermediate 1.0 FTE 214013

Prepares purchasing card reconciliations. Does all data entries, maintenance and janitorial chargebacks. Fixed Asset Tagged Inventory Management Program. Monitors student worker payroll outlays against allocations.

> Fixed **Asset Officer** Student Paraprofessional