

State of South Carolina
Facilities Manager -61089554

SALARY	\$38,985.00 - \$72,134.00 Annually	LOCATION	Richland County, SC
JOB TYPE	FTE - Full-Time	JOB NUMBER	174049
AGENCY	First Steps	DIVISION	SC First Steps
OPENING DATE	02/26/2025	CLOSING DATE	3/13/2025 11:59 PM Eastern
AGENCY SPECIFIC APPLICATION PROCEDURES:	All candidates must apply online.	CLASS CODE:	AH10
POSITION NUMBER:	61089554	NORMAL WORK SCHEDULE:	Monday - Friday (8:30 - 5:00)
PAY BAND	Band 5	HIRING RANGE - MIN.	\$38,985.00
HIRING RANGE - MAX.	\$55,559.00	OPENING DATE	02/26/2025
EEO STATEMENT	Equal Opportunity Employer	VETERAN PREFERENCE STATEMENT	South Carolina is making our Veterans a priority for employment in state agencies and institutions.

Job Responsibilities



Are you an experienced professional looking for new opportunities to further your career? SC First Steps is seeking a hardworking and dependable candidate just like you to apply! This position will offer great benefits with the state, including 15 days of annual and sick leave per year or more depending on applicable state service.

Under general supervision of the Business Manager, plans, coordinates, and performs complex administrative activities in the Office of First Steps to School Readiness. Coordinates and manages daily office administration. Serves as the agency's

Facility Manager. Provides primary administrative support to the Business Manager, and other members of staff, under the direction of the Business Manager. Specific job functions include but are not limited to the following:

- Provides primary administrative and facility coordination to the Business Manager and the Director of Administration by performing routine and complex duties to support the mission of the agency, including special assignments.
- Supervises the front office administrative assistant and ensures front office and telephone coverage for the agency at all times and responds to or directs information requests, maintains a working knowledge of the functions and positions within the Office of First Steps. Maintains high-quality customer service and professionalism at all times.
- Serves as the agency's Facility Manager. Responsible for the daily coordination and management of agency headquarters, storage facilities, and equipment maintenance schedules. Maintains working relationships between the state office, property management, leased equipment vendors, and general maintenance contractor(s). Ensures installations, office moves, deliveries, and pickups are properly executed. Provide updates to staff and calendar notifications as needed. Update and maintains tracking platforms as changes occur. Submit procurement requests and monitor earmarked funds to ensure compliance with the Consolidated Procurement Code. Provides regular updates to the Business Manager on the status of all work orders.
- Acts as the agency's Surplus Coordinator maintains inventory of office supplies, breakroom supplies, etc. to include submitting purchase requisitions, coordinating surplus screenings and disposal with retiring of agency assets in SCEIS and Reftab.
- Serves as the agency's State Fleet Coordinator. Responsible for the reporting of monthly mileage logs, and preventative maintenance screenings of agency leased and owned vehicles. Maintains tracking platforms with quarterly updates to the agency's Business Manager.
- Serves as the agency's Safety Coordinator. Under the direction of the Chief Safety Officer and Business Manager, assists in the planning and execution of emergency drills. Responsible for the emergency preparedness plan.
- Other duties as assigned.

Minimum and Additional Requirements

An associate's degree, and at least two years of experience in clerical, secretarial and administrative functions, or a high school diploma and six (6) years of experience in this field. Typing speed of 55 wpm is required.

Additional Requirements:

- Ability to lift up to 35 pounds.
- Limited in-state travel, with no overnight travel.
- Limited after-hours work required.
- Proficient in Microsoft Office Suite, Adobe Acrobat.
- An understanding of state procurement policies, customer service principles, and best practices.
- Ability to communicate effectively verbally and in writing.
- Knowledge of administration and clerical processes, organizational skills, attention to detail, problem-solving skills, critical thinking skills.
- The ability to manage multiple projects simultaneously.
- Maintain high standards of accuracy and quality while working under pressure and meeting tight deadlines.

Applicants indicating college credit or degree(s) on the application will be required to bring a copy of college transcript to the interview. A copy of the transcript may also be uploaded as an attachment to the application, if required by the hiring department or if desired by the applicant. Please note that some areas of the Agency may require an official, certified copy of the transcript prior to hiring or within a specific timeframe required by that area, after hiring. Failure to produce an official, certified transcript may result in not being hired or termination.

Preferred Qualifications

- A bachelor's degree
- Bilingual in Spanish

Additional Comments

SC First Steps is committed to providing equal employment opportunities to all applicants and does not discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth or related medical conditions, including, but not limited, to lactation), national origin, age (40 or older), disability or genetic information.

Supplemental questions are considered part of your official application. Any misrepresentation will result in your disqualification from employment. Please complete the state application to include all current and previous work history and education. A resume will not be accepted nor reviewed to determine if an applicant has met the qualifications for the position.

SC First Steps offers an exceptional benefits package for full time (FTE) employees:

1. Health, dental, vision, long-term disability, and life insurance for employees, spouse, and children. Click [here](#) for additional information.
2. 15 days annual (vacation) leave per year
3. 15 days sick leave per year
4. 13 paid holidays
5. Paid Parental Leave
6. S.C. Deferred Compensation Program available ([S.C. Deferred Compensation](#))
7. Retirement benefit choices*
 1. State Retirement Plan ([SCRS](#))
 2. State Optional Retirement Program ([State ORP](#))

*Enrollment in one of the listed plans is required for all FTE employees; please refer to the contribution section of hyperlinked retirement sites for the current contribution rate of gross pay.

Employer

State of South Carolina

Agency

First Steps

Address

636 Rosewood Drive

Columbia, South Carolina, 29201

Phone

803-734-0479

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Facilities Manager -61089554 Supplemental Questionnaire

***QUESTION 1**

Supplemental questions are considered part of your official application. Any misrepresentation will result in your disqualification from employment. Please complete the state application to include all current and previous work history and education. A resume will not be accepted or reviewed to determine if an applicant has met the qualifications for the position. I have read and acknowledge the above statement.

- Yes
- No

***QUESTION 2**

Do you possess at least an associate's degree, with two (2) years of experience in clerical, secretarial and administrative functions; or at least a high school diploma and six (6) years of experience in this field?

- Yes
- No

***QUESTION 3**

Please briefly describe your experience as it relates to this position.

***QUESTION 4**

Do you have a typing speed of at least 55 wpm?

- Yes
- No

***QUESTION 5**

Please rate your proficiency in Microsoft Office Suite and Adobe Acrobat.

- N/A
- Beginner
- Intermediate
- Advanced

***QUESTION 6**

Are you able to frequently lift up to 35 lbs with or without an (ADA) accommodation?

- Yes
- No

***QUESTION 7**

Are you willing to travel for work when required?

- Yes
- No

***QUESTION 8**

How did you hear about this position?

- SC State Jobs Website - jobs.sc.gov
- Indeed.com
- LinkedIn.com
- A current employee

- A former employee
- Other (please specify below)

***QUESTION 9**

If you answered "other" to the question above, please specify where you heard about this position below.

* Required Question