

September, 2017

POSITION TITLE: OFFICE SERVICES COORDINATOR

DIVISION/ASSIGNMENT: Administrative Services/ Human Resources/ Finance and Information Systems/Development

SUPERVISOR: Director of Human Resources and Administration

SUPERVISES: No Staff

PURPOSE: Administrative work of a complex, professional and responsible nature assisting Executive Management in the areas of Administration, Human Resources, Finance and Information, and Development; responsible for overall office services and facility maintenance; and administrative duties.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Performs administrative work for assigned Executive Management; and as needed, to other Executive Management.
2. Provides training to the Receptionist/Office Assistant and associated workload; provides backup to telephone, front desk and workload as needed or assigned. Coordinates front desk coverage amongst the Administrative team.
3. Compiles and distributes notices, materials, and reports, arranges for refreshments and confirms attendance for Board and various meetings; records and transcribes minutes.
4. May coordinate legislative materials during session.
5. Assists with various human resource functions and administration; coordination of employee benefits, workers compensation, employee leave records and reports, etc., and maintains databases.
6. Assists with coordination of health and safety programs.
7. Performs a variety of accounting support functions; i.e., generates annual landlord certificates; assists with processing annual Tax Setoff Program, partnership tax returns, uncollected debt files; conducts office inventories; maintains central office petty cash and other duties as needed.
8. Responsible for office facility and services and subsequent management duties, including online services; i.e. emergency contacts, copier addresses, security systems, telecommunications.
9. Assists in Nondiscrimination/Fair Housing responsibilities.
10. Maintains website updates and assists in website design.
11. Maintains Grants.gov logins.
12. Assists in the preparation of annual reports; writing, design, layout; etc.

13. May assist with or handle special projects.
14. Organizes and maintains general administrative, board, personnel, permanent and finance files; maintains publications library.
15. Handles general information requests regarding Authority activities.
16. Performs errands to deliver and retrieve materials on an as needed/required basis.
17. Performs other related work as required or assigned.

SECONDARY POSITION TASKS:

1. Serves as back-up to coordination of the public records storage system.
2. Serves as back-up to other administrative staff as needed.

ESSENTIAL POSITION REQUIREMENTS AND QUALIFICATIONS:

Education:

1. Associates Degree.
2. Additional experience, as defined below, may be substituted on a year-for-year basis for the Associates Degree.

Experience:

1. Three years in a progressively responsible administrative field; including public contact; some supervisory experience preferred.

Skills and Abilities:

1. Ability to rapidly develop a thorough knowledge of the functions, procedures, organization and governing laws and regulations of the Authority and meet goals and objectives set by the Authority within a specific time.
2. Knowledge of or ability to rapidly learn the use of word processing, spreadsheet, database and other computerized programs, including those by way of modem; dictation transcription equipment, general office equipment; minimum typing skills (55 WPM).
3. Ability to present a professional image at all times; possess an excellent telephone manner and ability to handle a variety of callers.
4. Ability to maintain confidentiality, exercise good judgment, courtesy and tact; communicate effectively orally and in writing; and establish and maintain effective working relationships with supervisors, coworkers, and the general public.
5. Possess strong organizational and communication skills; ability to coordinate multiple projects for Executive Management; prioritize work, work independently on assigned tasks, take initiative and make decisions within the framework of the position.
6. Ability to compose materials and correspondence on own initiative or with a minimum of instruction; type and proofread routine documents and forms.

7. Thorough knowledge of routine office procedures, English grammar, usage and spelling.
8. Knowledge of record and file maintenance procedures, and ability to devise and maintain detailed, thorough and accurate recordkeeping systems.
9. General knowledge of office facility maintenance and ability to manage and coordinate projects.

Certifications/Registrations/Licenses:

1. Must possess a valid driver's license, dependable private means of transportation, and carry liability insurance of at least \$50,000.

WORKING CONDITIONS/PHYSICAL DEMANDS:

1. Full-time position, 40 hours per week, exempt non-union.
2. Office environment.
3. Must be able to report to work on time and adhere to VSHA work schedules, rules and regulations.
4. Ability to bend over to low files and reach high files.
5. Ability to lift, carry, push, pull or otherwise move an object.
6. Walking, standing and driving for brief periods of time.

EQUIPMENT USED:

1. Computer, printers, typewriter, multi- and single-line telephones, TTY, FAX, copy machine, calculator, dictation transcription equipment and general office equipment.

PAY CLASSIFICATION: Confidential - Non Union