



UNION JOB DESCRIPTION

TITLE: Office Coordinator

DEFINITION:

Provides professional, advanced and varied clerical and administrative support to assigned department(s) including (but not limited to): working with customers projecting a positive customer service attitude; answering general questions and providing phone coverage for assigned department(s); developing word processing and spreadsheet documents using appropriate computer software applications; and using District's e-mail and calendaring system as necessary.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from the Office Technician positions in that it requires advanced knowledge/skill in varying administrative duties, including advanced word, spreadsheets, databases, the ability to effectively execute non-routine support services, and an understanding of the Districts various computer systems. This position requires the incumbent to perform the duties of other Office Technician positions as required. This is a bid position with the successful candidate selected based on demonstrated knowledge and skills through testing and a collaborative interview process.

Note: An Office Coordinator may perform some or all of the functions outlined within this job description. Some positions are required to perform office/clerical duties specifically related to the department.

BASIC RESPONSIBILITIES:

1. Enters, audits, and makes corrections to timecards and work orders/projects for assigned department. Actively collects and independently follows up on related timecard/work order issues. Anticipates, independently researches, and resolves problems ensuring accuracy of timecard/work order entry for assigned departments. Interprets Collective Bargaining Agreement (CBA) and accurately applies regulations as it relates to labor entry including premium codes, upgrades, etc.
2. Gathers and compiles data from various sources to edit and produce complex documents, including contracts, bid proposals, special correspondence, spreadsheets, graphs, charts, using advanced word-processing and spreadsheets. Reviews for completeness and accuracy.
3. Independently develops special complex word processing documents and advanced level spreadsheets and database reports in support of meeting departmental business needs.
4. Collects and compiles data, performs mathematical computations and tabulates statistics and develops and generates special reports in support of department and appropriate managers.
5. Develops various databases in support of departmental programs, updates, maintains and audits database ensuring completeness and accuracy. Independently develops special complex ad hoc reports.
6. Modifies and maintains filing systems in support of departmental functions. Acts as custodian of documents and records including archiving and retrieval.
7. Provides customer service (both internal and external) support; receives and directs incoming calls; responds to customer inquiries when appropriate; provides research and is a point of contact for internal customers.
8. Processes payment requests for departmental items. Uses judgement in determining best process for invoices (material request versus creation of a contract, etc.). Processes invoices and payments using enterprise-wide database. Maintains copies of various charges for budget tracking.

OTHER RESPONSIBILITIES:

1. Provides back-up coverage for other Office Technicians/Coordinators.
2. Provides technical assistance to others on various office procedures and computer related items.
3. Orders supplies and special forms, prepares and transmits faxes, work processes memorandums, copies and collates various documents. Sorts and distributes mail for related departments.
4. Coordinates travel arrangements, appointments, schedules meetings including service of food or lunch.
5. Takes notes during meetings, transcribes and routes final copies.
6. Provides notary services when appropriate.
7. Participates on various committees.
8. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Customer relations techniques.
- Advanced grammar and business English concepts.
- Analytical and problem-solving techniques.
- Basic math and statistics.
- Computer applications at intermediate to advanced level.
- Filing system modification and maintenance for engineering sector (its use & retrieval functions).
- Office systems and practices.
- Shorthand or note taking techniques.

Ability to:

- Communicate effectively.
- Collect, gather, and analyze data from various sources and develop complex documents
- Develop and use word processing skills at an advanced level; develop complex and lengthy word processing documents.
- Develop and use spreadsheet and database skills at an advanced level.
- Develop ad hoc reports from various computer programs.
- Perform mathematical and statistical computations.
- Learn and effectively use District systems Learn and effectively use new computer systems.
- Use multi-line telephone system.
- Work with high level of detail and maintain high degree of accuracy.
- Handle confidential material.
- Some Departments may require the incumbent to Serve as a Notary Public (within 3 months of start date where required)
- Effectively manage and prioritize simultaneous assignments and tasks.
- Use independent and discretionary judgment.
- Modify and maintain file systems, file alphabetically and numerically.

Education/Experience:

- Two (2) years as an Office Technician Level 3; OR
- The equivalent amount of external general office clerical experience, AND
- Successful completion of required testing listed below.

License, Certification, or Testing:

- Valid Washington State Driver's License.
- In addition to the testing requirements for the Office Technicians, successful completion of the following tests:
 1. Typing at 60 net wpm
 2. Numeric data entry at 200 net kpm
 3. Proofreading (Intermediate)
 4. Excel (Advanced)
 5. Word (Advanced)
 6. PowerPoint (Intermediate)

WORKING CONDITIONS:

- Work is performed primarily in an office environment and may require travel to construction site, business meetings or training sessions.
- Incumbent is required to bend and work in small locations in order to retrieve files.
- Must be able to frequently lift and carry archive boxes weighing up to 40 pounds.
- Incumbent performs repetitive movements from use of a computer and mouse.
- Contact with the general public.