



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Coordinator I, C06, \$40,123 + FRINGE BENEFITS
DEPARTMENT: Public Works and Transportation
OPENING DATE: 01-10-18 **CLOSING DATE:** 01-24-18

MINIMUM QUALIFICATIONS:

Education: Associates Degree.

Experience: Three or more years related experience, one of which should be at a supervisory level.

Note: Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

ADDITIONAL REQUIREMENTS:

- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Pass extensive background check with favorable results;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

JOB SUMMARY: Provides direct support to the department head and staff including, but not limited to, secretarial, administrative, and clerical services, personnel administration, budget administration, and payroll preparation; performs other duties as assigned.

DUTIES:

- Provides administrative support to the department head in order to meet department goals and objectives;
- Assist with the administrative functions of the office; advises staff of policies and procedures relative to their work area; coordinates and organizes office work loads to ensure the smooth and efficient working of the department;
- Prepares agendas, schedules meetings, and ensures that information is circulated to the appropriate parties in a timely manner;
- Assists in the preparation of the annual budget;
- Processes timesheets and payroll documents;
- Enters and tracks requisitions, reimbursements, contracts and purchase orders;
- Performs other fiscal duties for operating and/or capital project budgets, as assigned;
- Prepares and submits financial and statistical reports to relevant departments as required;
- Maintains and manages records relevant to the department;
- Prepares correspondence;
- May:
 - supervise interns and summer youth program participants;
 - conduct research specific to departmental needs;
- Performs other duties as assigned.

DEPARTMENTAL FUNCTIONS:

- Prepares and enters into HTE system all purchase requisitions, purchase orders, contracts (including tracking option year renewals), and sole source documents;
- Prepares Accounts receivables and maintains cash handling procedures;
- Prepares bi-weekly payroll and leave requests for Division;
- Prepares various reports, forms, correspondence, etc., as directed. May draft and prepare correspondence on behalf of the Managers for signature, including policies/procedures, monthly status reports, and bid documents;
- Reviews and processes all invoices for payment against purchase orders and contracts;
- Handles numerous daily contacts from citizens regarding our department;
- Provides administrative support to the staff of assigned department in order to meet department goals and objectives;
- Answers phones and directs calls to appropriate staff member and/or takes and delivers messages; handles incoming and outgoing mail along with tracking the mail/read files;
- Maintains and manages records relevant to the department;
- Assists with the coordination and organization of office work load to ensure the smooth and efficient working of the department.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to gain working knowledge of St. Mary's County Government policies and procedures;
- Ability to act as a representative of St. Mary's County Government to the public;
- Expert knowledge of department practices and procedures;
- Ability to operate office equipment - copier, fax machines, multiple phone lines;
- Ability to effectively communicate with other staff members;
- Ability to supervise, schedule, and motivate assigned staff;
- Ability to prioritize and multitask;
- Ability to use available resources to research information;
- Ability to keep accurate records;
- Ability to operate relevant computer systems, including hardware and software;
- Math and language skills.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work requires no unusual demands for physical effort.

Work environment involves everyday risks or discomforts, which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

COMPENSATION/BENEFITS:

Hiring Salary: \$40,123 annually.

FLSA: Non-Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

SELECTION PROCEDURE: Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

TO APPLY: A 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED. ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.

Applications are available at: Potomac Building, Third Floor, Dept. of Human Resources
23115 Leonard Hall Drive, Leonardtown, MD 20650
Phone: 301-475-4200 Extension: *1100 Fax: 301-475-4082
Jobs Line: 301-475-4200 Extension: *1109
Email: smchr@stmarysmd.com Website: www.stmarysmd.com
Must press the * key before the extension

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the ADA Coordinator: amber.hebert@stmarysmd.com or (301) 475-4200, Extension: *1110

APPLY NOW - <http://www.stmarysmd.com/hro/application/HRApplication.asp>

Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.