

**Position Title:** Office Coordinator

**Operating Unit:** Administration

**Reports to:** Chief Financial Officer

**Position Summary:** Responsible on a daily basis for ensuring a smooth and efficient operation of the office and administrative functions, including the primary point of contact for coordination of all technology and equipment services as well as providing administrative support to the Executive Director, and the Management Team.

### **Major Accountabilities**

1. Present a professional, welcoming first contact to all visitors, vendors, Board Members, staff etc. – by phone, in person and email.
2. Responsible for the development and implementation of efficient office systems; ensures that all office equipment is well maintained.
3. Oversees and provides support for telecommunication, internet, office and computer equipment to include calendars, contacts lists, official filing systems, records and mailings, routine maintenance and upgrades. Schedules activities of IT consultant contractual agreements, recommends and facilitates equipment upgrades and/or replacements.
4. Coordinate the planning and maintenance of the Authority's website in a way that is user friendly and ensures consistency; edit and update website content with timely and relevant information.
5. Provides general meeting support including scheduling (if appropriate); public notices, agendas, requisitions, resolutions, and miscellaneous correspondence as it relates to Open Public Board of Commissioner meetings.
6. On a monthly basis, transcribes and distributes Board of Commissioner Open Public Meeting minutes and Activity Reports
7. Assist in the preparation and coordination of annual professional service proposals and construction bids
8. Prepares and coordinates annual procurement, professional service and construction contracts to include notice to proceed(s), legal notice and contract execution documents.
9. On a quarterly basis, prepares and distributes municipal sewer use bills; receives, deposits and records payments.
10. As required, updates the Authority's Policies and Procedures, nonunion and Commissioner manuals for efficiency, effectiveness and compliance with all regulatory agency requirements.
11. Responsible for incoming and outgoing mail, shipping and receiving.
12. Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies, placing and expediting orders for supplies; verifying receipt of supplies.

13. Produces information by transcribing, formatting, inputting, editing, retrieving, copying and transmitting text, data and graphics using efficient spreadsheets and databases.
14. Arranges periodic Management Team industry related travel arrangements including accommodations, registrations and per diems.
15. Provides back up payroll input support as needed
16. Provides support to the Management Team as required.
17. Actively contribute toward the effectiveness of the Authority's activities.

**Qualifications:**

1. Bachelor's degree or equivalent training and experience
2. Three-year minimum administrative experience
3. Use of extraordinary discretion due to the sensitivity and private information to which the position may be privileged to
4. Practice of ethical, legal and professional behavior and strict compliance with all applicable laws, statutes, and Authority policies and procedures
5. Ability to work independently in a small office environment and contribute positively to a team environment
6. Ability to work under time constraints and to work effectively with staff and the public
7. Ability to communicate clearly and concisely both orally and in writing to work in a cooperative and collaborative manner.
8. Proficient with computer software, including but not limited to Microsoft Windows, Office and Exchange