



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Coordinator I, C06, \$40,123 + FRINGE BENEFITS
DEPARTMENT: Aging and Human Services – (Human Services Division)
OPENING DATE: 02-07-18 **CLOSING DATE:** 02-21-18

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 Division Manager and staff including, but not limited to, secretarial, administrative, and clerical services, personnel administration, fiscal administration, and payroll preparation; performs other duties as assigned.

DUTIES:

- ◆ Ensure internal support services for assigned division through data processing, inventory, financial, and secretarial tasks.
- ◆ Provide administrative support to the Supervisor, including but not limited to sensitive personnel matters, departmental projects, County Commissioner action item requests and BoardDocs submissions.
- ◆ Maintain frequent contact with the general public, elected officials, state agencies, and other County agencies/departments, regarding customer service and complaint resolution.
- ◆ Draft/review legal documents (e.g. Conditions of Awards and Memorandums of Understanding, etc.) to ensure compliance with established policies.
- ◆ Maintain personnel records; prepare timesheets and other relevant payroll functions.
- ◆ Prepare accounts receivables and monitor bank receipts.
- ◆ Reconcile ledgers and prepare various monthly, quarterly, and year-end financial reports for county, state and federal agencies.
- ◆ Assist in the preparation of grant proposals, modifications, renewals and special requests.
- ◆ Research and complete financial forms and charts.
- ◆ Assist in preparation of budget requests and compute salary and other accounting information.
- ◆ Process travel and training requests.
- ◆ Provide oversight for volunteers.

- ◆ Be available for evening and/or weekend work to attend meetings and support community projects and events.
- ◆ Perform other duties as assigned.

DEPARTMENTAL FUNCTIONS:

- ◆ Responsible for preparation, submission, tracking and distribution of grant funds to providers;
- ◆ Prepare ,submit and track grants in BoardDocs;
- ◆ Prepare monthly reports for submission to State Departments;
- ◆ Prepare newsletters, brochures and forms;
- ◆ Responsible for ordering office supplies;
- ◆ Log and distribute mail;
- ◆ Schedule all meetings for meeting rooms;
- ◆ Scan all documents in Opti-View;
- ◆ Prepare journal entries and budget amendments as needed;
- ◆ Answer multiple phone lines, greet customers warmly;
- ◆ Christmas Caring: answering busy phones, increased visitors, manage database and supervise volunteers;
- ◆ Project Graduation: manage all purchases, and send out all project graduation mailings;
- ◆ Prepare monthly support for Commission for Women., attend meetings, record minutes and post to the website in a timely manner;
- ◆ Quarterly support for Family Violence Coordinating Council, attend meetings, record minutes, prepare reports for MedStar, Maryland State Police, St. Mary's County Sheriff's Office and Department of Social Services to post to the website;
- ◆ Performs other duties as assigned.

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.