



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Coordinator I- Hourly, \$19.18 Per Hour, 29 hours per week

NO FRINGE BENEFITS

DEPARTMENT: Aging and Human Services

OPENING DATE: 06-07-17 **CLOSING DATE:** 06-21-17

MINIMUM QUALIFICATIONS:

Education: Associate's degree.

Experience: Three years or more of job related experience.

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 request and Board Docs submission;
- ◆ 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 request;
- ◆ Research and complete financial forms and charts;
- ◆ Assist in preparation of budget request and compute salary and other accounting information.
- ◆ Process travel and training requests;
- ◆ Supervise Volunteers;
- ◆ Be available for evening and/or weekend work to attend meetings and support community projects and events;
- ◆ Perform 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 demand for physical effort.

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

COMPENSATION/BENEFITS:

Hiring Salary: \$19.18 per hour

FLSA: Non-Exempt

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: Governmental Center-Potomac Building
Department of Human Resources, 3rd Floor
23115 Leonard Hall Drive, Leonardtown, MD
Phone: 301-475-4200 Extension: *1100 Fax: 301-475-4082
Jobs Line: 301-475-4200 Extension: *1109
Must press the * key before the extension
Email: smchr@stmarysmc.com Website: www.stmarysmc.com

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@stmarysmc.com or (301) 475-4200, Extension: *1110.

APPLY NOW - <http://www.stmarysmc.com/hro/application/HRAApplication.asp>

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

St. Mary's County Government is an Equal Opportunity Employer