



Allegheny County Controller's Office

JOB ANNOUNCEMENT

POSITION TITLE: Operations Coordinator
DEPARTMENT/DIVISION/SECTION: Administration Division
REPORTS TO: Chief of Staff

FLSA STATUS: Non-union

MINIMUM REQUIREMENTS: High school graduate with basic knowledge of database processing. Professional comprehension of Microsoft Office programs, specifically Excel and Word, as well as other related computer programs. Experience with extensive professional computer, and telephone. Willingness to participate in training when appropriate.

Proven experience working in administrative operations or administrative support highly preferred.

POSITION SUMMARY: The Operations Coordinator is expected to perform various administrative, logistical, and policy tasks in support of the ongoing work of the Administration Division of the Office of the County Controller. They will assist with day-to-day organizational tasks and obligations, including verifying contracts and vouchers, communicating with other Divisions within the Controller's office, interfacing with other County departments, and aiding with research. Their role will require them to receive, handle, or direct incoming calls and to be able to create correspondence, prepare reports and documents, maintain files and records, and schedule meetings and appointments. The Operations Coordinator will also provide administrative assistance on behalf of the Controller for the Jail Oversight Board.

DUTIES: The Operations Coordinator must demonstrate the consistent ability to multi-task effectively and work independently with minimal direction when necessary. They must fulfill their duties with discretion and be capable of handling multiple responsibilities with competing priorities. Specific duties include:

- Use OnBase and JDE to research, analyze, and verify contracts and vouchers / invoices for approval of payment
- Monitor Executive Actions and other assigned operations
- Develop and maintain clear, concise, and organized records of appropriate correspondence and documentation for all assigned projects
- Collect, organize, and present data and prepare reports with information necessary for decision-making and office operations
- Receive and response to incoming phone calls and receive and greet visitors
- Provide administrative support for senior staff members
- Accurately produce meeting agendas and record meeting minutes
- Perform other duties, paraplanning, and special assignments as needed

The nature of this role requires close cooperation with the Office Manager and other key staff members. The Operations Coordinator will be expected to follow written and oral instructions and communicate effectively with peers and management while responding to changing needs and priorities.

SUPERVISION RECEIVED: The Operations Coordinator will work closely with the Chief of Staff, Deputy Chief of Staff, Deputy Controller, Senior Advisor, and Office Manager, as well as various other employees in the Administration Division of the Office of the County Controller.

SUPERVISION EXERCISED: The Operations Coordinator will not be responsible for supervising other employees.

WORK ENVIRONMENT: This job is performed in a typical office environment. This is a full-time position, and the Operations Coordinator must be able to work at least three days of the week in-person. Additionally, they must be able to attend a monthly evening Jail Oversight Board meeting.

PHYSICAL DEMANDS: Extensive use of computer and telephone. Must be able to record and transcribe meeting minutes.

CERTIFICATES/LICENSES: None.

SALARY: The salary range for this position is \$45,000.00 to \$55,000.00.

APPLICATION: To apply, please send a resume and cover letter by email to Matt Singer at matthew.singer@alleghenycounty.us. Please indicate your preferred pronouns, name, and contact method.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.