

Job Title: IT/Operations Program Coordinator	Reports to: Operations and IT Director
Department: Operations and Information Technology	Status: Full Year/Full Time/ Non-Exempt
Location: Central Office	Prepared Date: November 2024

Position Overview

Coordinates administrative activities, maintains and monitors completeness and accuracy of records and files, tracks accounts payable, and provides clerical support services to assure efficiency of services delivered in an environment of continuous program improvement.

Essential Duties and Responsibilities *may include but not limited to the following:*

- Provides clerical and programmatic support to assist in departmental and Agency operations
- Maintains files and records in a confidential manner
- Works with the information system staff to assure accuracy of program data
- Communicate with parents regarding transportation needs.
- Record meeting minutes.
- Provide administrative support to the Operations Director and IT Director
- Assist Transportation staff in monitoring and reporting of daily operations.
- Assist Operations staff with inventory tracking of departmental supplies, including ordering supplies as needed.
- Assist Operations team in updating and maintaining departmental processes and resources.
- Create and manage departmental procedures and forms.
- Assist IT staff with Inventory tracking, reporting, and distribution of equipment
- Assist IT staff with yearly startup and shutdown tasks
- Provide backup assistance to log Help Desk calls

Supervisory Responsibilities

No supervisory responsibilities.

Educational Requirements

- Associate Degree required (Bachelor degree preferred) in related field with 1-2 years administrative experience
- Two years in a support role preferred.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Attention to Detail
- Flexibility
- Adaptability
- Organization

- Self-Management/Time Management
- Written and Verbal Communication

Physical Requirement

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. This is largely a sedentary role; however, some filing is required; it would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing needs of the agency. Employees in this position must be able to perform the essential job functions of this position, with or without reasonable accommodation. If you require a reasonable accommodation to perform these job functions, please contact the Human Resources Department.