

CITY OF CHATTANOOGA
Classification Specification Title: Office Coordinator

Department: Economic Development

Pay Grade: GS.09

Supervision Received From: Director (OHSB)

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 10/4/23

**Revision Dates: 4/2/25;
12/27/24; 10/20/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for overseeing daily office operations, entering requisitions, bookkeeping, budgetary and purchasing tasks for the department. Work is performed with limited supervision.

SERIES LEVEL: This is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Oversees daily office operations.

Composes a variety of routine and/or specialized correspondence, reports, documents brochures, newsletters, forms, memos, and/or other applicable materials.

Assists, coordinates appointments, and meetings and manages director calendar and schedule.

Coordinates and processes purchasing requests for equipment, materials, parts, supplies, services and/or other applicable items.

Facilitates building maintenance and IT requests.

Prepares a variety of financial documents, forms and related items for processing which may include vouchers, requisitions, personnel action forms, purchase requests, blanket orders and/or other related items.

Maintain office equipment.

Oversees the organization of files, file documents alphabetically, numerically or by other methods.

Assists with budget preparation, reconciliation and administration activities.

Coordinates travel arrangements and conference registrations for applicable staff.

Manage supply orders for the department.

Coordinates administrative support activities such as tracking work and change orders, reporting office maintenance issues. Manage files and draft preparation of presentation materials. Works on correspondence and other document management.

Assists in department interview process

Coordinates tracking of asset and inventory management activities for assigned areas of responsibility.

Manage and reconcile p-card transactions and expense reports for the department.

Receives, reviews, processes and calculates a variety of receipts, billings, invoices, statements, new account information, purchase orders, vouchers, releases, employee data, payments, fees and/or other related information which may include coding data, entering information into a database, processing transactions and changes, running reports, filing paperwork and performing other related duties.

Participate in implementing budgeting, forecasting, financial and operational reporting systems. Coordinates inventory management; compiles and prepares financial information to facilitate internal and external auditing activities; organizes, prepares and reviews budget, and/or grant documentation; implements revenue and expenditure coding; reviews expenditure and fund requests for compliance with established budget; reconciles budget expenditures and revenues

Responding to inquiries and requests for information; looking up and communicating account balances and/or performing other related activities.

Performs a variety of clerical activities in support of daily operations which may include filing; copying; faxing; typing standard documents; preparing, sorting and distributing mail; entering data and/or performing other related activities.

Enters a variety of information into applicable databases and/or spreadsheets; reconciles applicable accounts; performs adjustments to correct data entry errors.

Researches and verifies a variety of information related to employees and/or customer accounts; identifies and resolves discrepancies.

Monitors departmental expenditure patterns with vendors to ensure compliance with City and State purchasing laws.

Monitors department to ensure correct utilization of City commodities contracts.

Sets up vendor numbers and maintains related vendor information and files.

Serves as a liaison between vendors and applicable internal department(s) and agencies to resolve payment problems and issues.

Monitors and maintains supplies and inventory to ensure efficient operations; orders supplies and materials.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree and three (3) years of related support experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

Knowledge of basic accounting principles; applicable terminology in assigned area of responsibility; applicable Local, State and Federal laws, rules and regulations; customer service principles; account research techniques and modern office equipment. Skill in prioritizing and assigning work; reconciling accounts; keyboarding and data entry; operating a computer and related software applications; providing customer service; applying Local, State and Federal laws, rules and regulations; entering data into computerized systems; filing; performing mathematical calculations; handling multiple tasks simultaneously; analyzing information and accounts for discrepancies; operating modern office equipment and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.