

BOARD OF REGENTS STATE OF IOWA REGENT MERIT SYSTEM

Class Title: Office Coordinator II

Class Code: 1252

Pay Grade: 112

GENERAL CLASS DESCRIPTION:

Under general supervision, directs, organizes, reviews and coordinates the work of secretarial and clerical employees in one or more sections within a major university office. Duties may involve the use of personal computers, computer terminals and a variety of software and/or conventional office equipment. Must provide administrative supervision to at least twelve employees classified in the Regent Merit System.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Supervises and participates in the clerical and secretarial functions of the work unit.
2. Supervises major office projects and performs basic data studies as requested by an administrator.
3. Receives inquiries from within and from outside the university and disposes personally or by referral to appropriate person, and advises faculty, patients, and staff on policies and procedures relative to the area.
4. Interviews, recommends hiring and supervises the training of new employees; checks and evaluates the performance of subordinate personnel, makes recommendations with respect to personnel actions.
5. Maintains personnel records, including vacation and sick leave; approves monthly time sheets, as needed.
6. Review current operating procedures attempting to develop an efficiency-based work flow model. Recommends necessary changes when duties or positions are added or deleted from the work unit.
7. Is responsible for functioning of all office equipment; serves as liaison with service representatives and makes recommendations for replacement equipment.
8. Coordinates with other office coordinators and the administrative staff on all intra-unit operations and procedures; participates in regular supervisory staff meetings and unit staff meetings to discuss and consider operational matters and problems and maintain consistency and coordination of office procedures.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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KNOWLEDGES, SKILLS, AND ABILITIES:

1. Knowledge of institutional and unit policies, processes, and forms.
2. Knowledge of grammar, spelling, punctuation, and capitalization.
3. Knowledge of and ability to apply the principles of supervision.
4. Skill in utilizing computer software packages and online systems to develop unit-specific applications.
5. Skill in operating office equipment.
6. Ability to communicate effectively with staff, students, and the public.
7. Ability to make decisions requiring interpretation and judgment.
8. Ability to follow oral and written instructions and interpret institutional and other policies accurately.
9. Ability to gather, analyze, and display data in appropriate format and keep accurate records.
10. Ability to organize work flow and to supervise the work of others.
11. Ability to organize and prioritize multiple tasks.

MINIMUM ELIGIBILITY REQUIREMENTS:

Any combination of progressively responsible related clerical office experience, related undergraduate education, and/or post high school clerical training that is the equivalent to five years of full-time employment and includes two years of supervising clerical office staff.

REVISION EFFECTIVE: January 16, 2007