



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: OFFICE COORDINATOR**  
**DATE: JULY 1, 2024**

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<b>EXEMPT (Y/N):</b>	No	<b>CLASSIFICATION:</b>	CSC
<b>DEPARTMENT:</b>	General Services	<b>JOB CODE:</b>	012
<b>SUPERVISOR:</b>	Director, General Services	<b>SALARY RANGE:</b>	26
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	AFSCME 1442

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**GENERAL STATEMENT OF DUTIES:** Perform complex administrative duties to support the General Services Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

Assist the Director in planning and coordinating office operations and other special projects. Oversee operations of all office functions and make suggestions for improvement to the Director. Perform a wide variety of administrative support duties for the Director and department staff.

Assist in the development and implementation of policies and procedures affecting departmental operations and maintenance. Create and maintain process documentation for General Services processes conducted on a routine basis in accordance with County Standards, to include bid packages, specification, parks master plan, and park rules.

Assist the Director in preparation of the annual department budget. Monitor fiscal operations of the department and report to the Director with recommendations to remain within budgetary constraints. Assist in the preparation of annual estimated personnel, supplies, and equipment needs/costs.

Prepare various financial reports on a quarterly and annual basis, including statistical figures for budget preparation and grant reporting to state agencies.

Prepare invoices for reimbursement and pay invoices received in a timely manner. Post and balance case receipts to journals. Maintain various financial accounts for the department. Perform cash handling duties in accordance with the County's Cash Handling Standards.

Seek out and apply for grants to assist with funding of General Services projects. Execute approved grants and follow federal and state guidelines for grant reporting.

Assign all maintenance requests in work order system and monitor to ensure requests are completed.

Maintain the employee security access system and issue and deactivate access cards as needed. Perform regular audits on the system to ensure accuracy.

Act as a liaison for the Parks Advisory Committee and Crown Z Trail Advisory Committee and attend monthly meetings. Ensure agendas and minutes are posted.

Attend various meetings and trainings as requested to include state and local finance meetings. Prepare, publish, and post public notices.

Coordinate temporary employees and volunteer Park Hosts. Maintain accurate time records for employees and volunteers. Prepare necessary payroll records for transmittal to payroll.

Using established standards, recruit, process, and train Park Hosts, both volunteer and those paid through a temporary staffing agency.



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Working under established guidelines, manage the park rental properties.

Working in consultation with the Director, manage and maintain the online parks reservation system.

Maintain accurate training records for General Services staff and volunteers.

Order supplies and equipment and maintain accurate records of inventory.

Serve as liaison to various county offices and departments such as Information Technology, Human Resources, the Board of County Commissioners' Office, and Finance & Taxation.

Answer telephones, greet public, and direct inquiries to the appropriate area. Assist in maintaining the department website with notices, events, and information. Post content to department's webpage and social media accounts. Respond to inquiries from the public, other departments, agencies, and licensed facilities.

Assist other departmental personnel in the performance of their duties as workload and/or staffing requirements dictate including, parks maintenance projects and building maintenance requests.

Maintain a high level of confidentiality in regard to issues encountered.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not a responsibility assigned to this position. This position may nominally supervise or assist other employees in training or volunteers.

**SUPERVISION RECEIVED:** Work is performed under the general direction of the General Services Director who provides policy, procedure, and administrative direction and reviews performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a four-year degree. Three years' of increasingly responsible experience in an office environment including experience in finance, bookkeeping or accounting. One year experience with grant reporting. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

**DESIRABLE QUALIFICATIONS:** Previous experience in the public sector preferred. Prior experience with budgets for grant programs and coordinating community events preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.



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**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license and be insurable under the county's liability policy.

**KNOWLEDGE, SKILL, AND ABILITY:** Knowledge of office practices and procedures; business English, grammar and spelling; arithmetic; record keeping procedures; bookkeeping principles and practices. Knowledge of administrative principles associated with budgeting, program planning, project management, and contract management.

Skill in business software, e-Procurement software, financial software, and Microsoft Office products. Attention to detail is a must.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the issues and matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Enforce all laws, regulations, ordinances, and standards consistently to ensure compliance and to protect the public's health and safety.
- Multi-task, prioritize, and accomplish quickly and efficiently a large number of diverse tasks.
- Remain calm and use good judgement during confrontational or high-pressure situations.
- Meet requests for information and task completion from a diverse clientele in a timely manner.
- Process financial data with consistent accuracy.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be able to pass a pre-employment background screening.

**PHYSICAL DEMANDS:** The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. May require traveling throughout the county, state, and region for attendance at meetings and/or other events and attendance at evening or weekend meetings and events. Occasional projects may require exposure to outdoor weather conditions and terrains.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to***



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*perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

*Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.*