



## POSITION DESCRIPTION

### Senior and Disability Services Administrative Data & Projects Coordinator Administrative Data & Projects Coordinator

<b>EMPLOYEE NAME:</b> _____
Position Title: Administrative Data & Projects Coordinator
Classification/Salary Range: Administrative Data & Projects Coordinator / SEIU Range 17.92
Division/Work Group: Senior and Disability Services / Division Director
Reports to: S&DS Division Director
FLSA Status: Non-Exempt, Overtime Eligible
Representation: SEIU
Position Location: Schaefers Building, 1015 Willamette, Eugene, OR, or other locations as needed
<b>Position Purpose</b>
<p>The purpose of this position is to provide consultation, problem-solving, and technical assistance, and to manage special projects as assigned by management for the S&amp;DS Division. Exercises knowledgeable, independent judgment on routine and non-routine matters.</p> <p><b>Note:</b> Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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.</p>
<b>Position Essential Functions</b>
<p><i>This position is responsible for the following:</i></p> <p>Consults with management on special projects and provides expertise and problem-solving assistance.</p> <ul style="list-style-type: none"><li>• Responsible for scheduling and supporting public or internal meetings for S&amp;DS division, advisory councils, and sub-committees, including all aspects of meeting support including agenda development, speaker and</li></ul>

S&DS staff participation, preparation of rooms and equipment, and scheduling any refreshments served.

- Provides Division Deputy Director and Director with support for special requests.
- Creates, compiles, and updates tracking sheets and marketing content as assigned by the Deputy Director.
- Assists with managing calendar of Division Director, Deputy Director, and Program Managers.
- Coordinates document management with the LCOG minutes recorder for S&DS. Posts minutes, to-do lists, and other documents in appropriate directories and manages the to-do lists.
- Gathers information from S&DS managers in order to update S&DS's data dashboard (currently under development).
- Assists in development of dashboard and website content as assigned by Deputy Director and Director.
- Serves as point person for Volunteer database platform, including: database rollout; update electronic volunteer forms; assist volunteer teams with web-based volunteer database; provide support for volunteer related forms updates; and update and consolidate volunteer websites.
- Assist with creation and implementation of procedures.
- Manages Continuous Improvement (CI) Committee email box, places appropriate items on CI agenda, and emails response to S&DS All Staff after CI Committee takes action.
- Works with S&DS Management to create & distribute S&DS Division Newsletter.
- Works with S&DS Management to create S&DS Leadership agendas.

- Researches policy and keeps up to date on changes and technical advances.
- Prepares a variety of records and reports to meet Division needs.
- Performs backup of essential office functions as needed.
- Completes research projects as assigned.
- Manages S&DS email groups as assigned.
- Manages S&DS Advisory Council recruitment process.
- Other duties as assigned.

### **Other Duties of Position**

Commitment to working effectively and collaboratively with colleagues, members of the public, and others from diverse backgrounds, in support of an inclusive and respectful environment.

Must be able to exercise a high level of confidentiality due to the sensitive nature of the information to which this position is privy on a regular basis. Will be required to sign a confidentiality agreement.

Regular and on-time attendance.

### **Minimum Qualifications**

*Education and experience:*

Bachelor's Degree in a related field plus 3 years of human services or project management experience, OR

Associates Degree in a related field plus 5 years human service or project management experience, OR

Any combination of education and experience that provides the occupant with the skills, knowledge, and ability required to perform the job.

Passing a background check is required for this position.

Knowledge of and experience with Microsoft Excel, Word, and Outlook.

Valid Oregon driver's license.

### **Knowledge, Skills & Abilities**

Excellent written and oral communication skills. Ability to understand and execute oral and written instructions, policies, and procedures.

Ability to think creatively and respond to a changing environment.

Ability to meet deadlines in a fast paced environment.

Organized and able to manage time wisely.

Cooperative and collaborative attitude.

Ability to communicate effectively with other employees, public, and community partners using courtesy and good judgement.

Ability to establish and maintain effective working relationships.

Ability to work independently and as a member of a team.

Ability to work with multiple task supervisors.

Ability to organize, plan, and coordinate multiple tasks with attention to detail and accuracy; handle multiple interruptions; and maintain focus on tasks and produce accurate work.

### **Signatures**

Employee signature and  
date \_\_\_\_\_

Manager signature and  
date \_\_\_\_\_

Human Resources signature and  
date \_\_\_\_\_