



Operations Coordinator, Strategic Initiatives

Job Posting Announcement

Posting Date: 8/26/2021

Classification: Office Assistant II

Functional Job Title: Operations Coordinator

Status & FLSA: Full- Time/Exempt

Bargaining Unit: MAPS

Salary Range: Mid \$40K

Location: 417 E. Fayette Street- Charles Benton Jr. Building

About City of Baltimore, Mayor's Office of Employment Development:

The Mayor's Office of Employment Development (MOED) coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. At MOED, we view our mission broadly to deliver *economic justice to our city!* To us, economic justice means creating an equitable workforce system for all residents – especially those who have been generationally and systemically disadvantaged – one that is responsive to their needs and ensures viable economic opportunities. Our vision is for every City resident to maximize his/her career potential and all employers have the human resources to grow and prosper – *a workforce system that works.*

Position Overview:

This is an office support position requiring knowledge of general office and clerical tasks. Work involves performing a full range of office support duties for a department or program.

Essential Duties and Responsibilities:

- Provides senior level administrative support to division leader and other members of the team.
- Arranges and schedules meetings, distributes information, prepares reports and presentations.
- Performs other administrative tasks to ensure an efficient working environment, as well as coordinates and supports special projects.
- Assists division leader in coordinating office services such as personnel administration, payroll functions, budget preparation and control, ordering and maintaining office supplies, records maintenance, and setting up virtual meetings
- Performs administrative functions for department managers
- Researches and prepares invoices, analytical reports and correspondence
- Exercises sound independent judgement in screening mail, telephone calls and visitors
- Manage division leaders' calendars, and responds to scheduling requests

- Performs administrative duties such as drafting, editing, and typing reports and letters, and other correspondences. Communicates verbally and in writing, with internal and external customers on behalf of the division leaders as needed
- Writes reports and letters relative to interpretation of federal, state and local laws, policies and regulations pertaining to MOED's mission

Knowledge, Skills and Abilities:

- Thorough knowledge of existing office practices and equipment, and of business English, spelling, punctuation, good grammar and arithmetic.
- Ability to learn and use MOED and City designated software programs such as Workday.
- Thorough knowledge of the agency's functions and services.
- Ability to communicate orally and in writing; ability to understand and follow complex, oral and written instructions.
- Ability to compose and interpret departmental correspondence to presentation format.
- Ability to meet and greet visitors in an effective and professional manner and to establish and maintain effective working relationships with superiors, associates, representatives of other organizations and the general public.
- Ability to plan, organize and execute complicated and continuing assignments accurately without instructions or reviews.
- Ability to keep complex records and to prepare accurate reports from various complex records.
- Ability to work as a member of a team to assure project completion.
- Ability to prioritize and handle multiple tasks.
- Ability to make decisions in accordance with established rules and regulations and to apply agency policies to daily work problems.
- Ability to act in a professional manner at all times.
- Ability to keep information in confidence.
- Must be computer literate and familiar with word processing, spreadsheet, and database applications (i.e. MS Word, Excel, Access, etc.).
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Minimum Required Education and Experience

- One year of college including courses in business administration.
- Two years of office/clerical experience; one of which must have been progressively responsible office/clerical experience.
- Or, any acceptable combination of education and experience

Interested applicants may apply via this [link](#).

City of Baltimore, Mayor's Office of Employment Development is an Equal Opportunity Employer and Service Provider