



Operations Coordinator **Job Posting Announcement**

Posting Date: 7/12/2021

Posting Number: 1413955

Salary Range: mid \$50k range to high \$50k range

Location: 417 E. Fayette Street Suite 468 Baltimore, MD 21202

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:

The Mayor's Office of Employment Development (MOED) seeks a dynamic Operations Coordinator to provide support for the Comptroller's division. Comptroller's division is comprised of the following departments: Fiscal Operations, Contracting Compliance, Information Technology and Facilities. The ideal candidate will have extensive experience as follows: managing executive schedules and correspondence; solving routine and complex issues; interpreting complex information; demonstrating courtesy, tact, empathy, and excellent customer service to diverse populations; developing and maintaining effective relationships with internal and external customers; maintaining a keen attention to detail, confidentiality, and an ability to develop financial reports and write correspondence

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, and 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
- Assists division leader with the coordination of administrative aspects of submitting grant and program reports
- 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:

- Knowledge of workforce development preferably MOED's functions and services, and the ability to learn an agency's purpose, programs and operations.
- General knowledge of reference and research methods and techniques used in collecting, compiling, and organizing data.
- Technical Skills: High proficiency level with MS Office products to include Outlook, Word, Excel, PowerPoint, Access and Visio with a high level competency in navigating the internet. Ability to learn and use MOED and City designated software programs such as Workday, Microix, etc.
- Communication Skills: Ability to prepare and present ideas and information clearly yet concisely. General knowledge of English language.
- Analytical Skills: Ability to prepare and present reports. General knowledge of basic analytical principles and techniques with the ability to prepare and present reports.
- Interpersonal Skills: Develops and maintains effective business and professional relationships with internal and external customers. Must be able to verbally address individuals of diverse backgrounds and abilities in a tactful manner. 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.
- Attention to Detail: Ability to perform duties and daily tasks thoroughly and accurately

Minimum Required Education and Experience:

- A high school diploma or GED Certificate.
- Plus 1 year experience performing and coordinating moderately-complex administrative/operations projects is required.
- An equivalent 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