

Centennial Mental Health Center, Inc.

**Job Description**

<b>Job Title:</b>	Office Coordinator II	<b>Job Class:</b>	Program Support
<b>Reports to:</b>	County Director	<b>Grade:</b>	4
<b>Status:</b>	Non-Exempt		

**POSITION SUMMARY**

Supports functioning of local office by performing a broad range of clerical duties and supervision of other employees who provide office support. Performs duties under minimal supervision and guidance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provides high level administrative support to the County Director.
2. Exercises independent judgment within agreed-upon limits to perform administrative and office duties.
3. Remains current on all of the Center's forms, procedures and policies and ensures that the office is up to date and in compliance.
4. Oversees the support functions of the office to ensure that the process works smoothly; supports Center's goals and objectives.
5. Responsible for securing Center cash, supplies, and postage.
6. Performs complex clerical duties to further overall functioning of the local offices.
7. Schedules meetings, prepares agendas and records minutes of minutes.
8. Handles money taken in payment of services, processes accurate records pertaining to receipts.
9. Composes and types routine correspondence.
10. Answers telephone inquiries, giving information to callers or routing calls appropriately.
11. Greets visitors, ascertains nature of business and conducts visitors to appropriate person.
12. Compiles and types statistical reports.
13. Maintains sufficient knowledge in computer operations, components, and software to identify when repair or replacement is required. Reports detailed information on current or potential problems to the business office for resolution.
14. Follows written procedures to keep the LAN running efficiently. This includes installing new workstations on the LAN, resetting LAN components (switches, workstations, servers, etc), and providing support to users on the use of LAN resources.
15. Supports the training of users on center programs including word processors, spreadsheet tools, email software, and others. Training is provided mainly as the coordinator performs the local "help desk" function providing support to inexperienced users. Problems the coordinator is unable to resolve are escalated to the business office help line.
16. Supports vidcon sessions by turning on equipment, making initial connections, and assisting with re-connections as needed. During telemedicine sessions the coordinator will assist the patient with paperwork or any other issues associated with the session.
17. Performs other job duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Office support and maintenance staff.

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**JOB REQUIREMENTS**

**EDUCATION**

Associates Degree or two year college equivalent preferred with emphasis on course work in business administration and secretarial functions.

**EXPERIENCE**

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**Reports to:** County Director  
**Status:** Non-Exempt

**Job Class:** Program Support  
**Grade:** 4

Three years of progressively responsible office administrative experience in a professional office environment. Direct supervisory experience preferred. Work history must demonstrate mastery of progressively more complex tasks and increased responsibility.

**ABILITIES, KNOWLEDGE, SKILLS**

Thorough knowledge of administrative and secretarial skills. Demonstrated knowledge and proficiency operating personal computer and software programs including email, word processing, database, spreadsheet and desktop publishing. Excellent verbal and written communication skills. Excellent customer service and interpersonal skills. Professional appearance with clear, pleasant speaking voice.

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Supervisor

\_\_\_\_\_  
Date