

CENTRAL SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the scheduling and supervising of employees in the Central Services Unit of County Government. The incumbent has additional responsibility for the bid purchasing of supplies and materials. Work is performed under the supervision of the Director of General Services with wide latitude for independent decision.

TYPICAL WORK ACTIVITIES:

Coordinates bid purchasing, including specification preparation for office supplies and materials;

Schedules telephone operators;

May relieve switchboard operator as necessary;

Plans, assigns employees in their respective position and coordinates the work with them and other departments;

Answers complaints, suggests solution to problems and conducts correspondence;

Records Central Services charges against each department;

Maintains office supplies and inventory;

May operate various machines;

Directs activities of employees engaged in mail room, telephone, switchboard and Duplication Center;

Compiles data for and prepares simple financial and statistical reports;

May perform incidental typing and clerical duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of principles, practices and procedures of office management; Working knowledge of bid purchasing and specification writing; Working knowledge

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of principles and practices of telephone services; Working knowledge of principles and practices of mail services; Working knowledge of good record keeping; and Ability to plan and supervise the work of others.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma and three (3) years of office management experience, one year of which shall have been in a supervisory capacity; or
- B. Five (5) years office management experience, two of which shall have been in a supervisory capacity; or
- C. An equivalent combination of training and experience as described above.

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Last Reviewed: 4/16/97
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 12/29/2022