



JOB ANNOUNCEMENT

Office Services Coordinator Division of Finance and Administrative Services/ Administrative Services

The Division of Finance and Administrative Services is seeking applicants for the position of Office Service Coordinator. **This position is based in Jefferson City and works 8:00 a.m. – 5:00 p.m. Monday – Friday. This position requires frequent statewide travel including overtime and overnights.** Eligible applicants must possess a valid Missouri driver's license.

This description may not include all of the duties, knowledge, skills, or abilities associated with this classification

EXAMPLES OF WORK:

- Plans, coordinates and/or directs a variety of activities related to provision of office furniture and equipment; leasing of building space; and physical plant maintenance;
- Prepares space allocation requests, participates in bid evaluations, and reviews lease documents;
- Participates in the design of preliminary floor plans in accordance with established space allocation guidelines;
- Oversees building maintenance programs; ensures on-going maintenance of assigned buildings;
- Works to resolve issues related to contractor non-performance;
- Coordinates all aspects of office moves and renovations; and initiates requests for building improvements and repairs;
- Conducts annual on-site inspections of leased and state-owned facilities to assess the continued suitability and adequacy of office and storage space; the level of cleanliness; the status of a proper building maintenance program; and monitors the safety and security of facilities;
- Supervision is received from an administrative supervisor; however, the employee is expected to exercise a high degree of initiative and independence;
- The Department of Social Services is the lead state agency for mass care in the preparation for and during emergencies; this position may also be assigned emergency management duties that include trainings and exercises, staffing the State Emergency Operations Center during disasters, and participation in meetings and/or committees;
- Performs other related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of office practices, procedures and principles.
- Intermediate knowledge of state rules, regulations, and procedures governing bids, leases, and contracts.
- Intermediate knowledge of supply sources and approved methods of obtaining required materials efficiently and economically.
- Intermediate knowledge of the principles and practices of the agency's system of fiscal controls and procedures.

- Ability to analyze programs and develop recommendations for improvement.
- Ability to estimate the operating needs of a large state agency.
- Ability to apply principles of space layout, design, and utilization.
- Ability to communicate effectively.

QUALIFICATIONS:

One or more years of experience as a Building Manager I, Procurement Officer I, Executive II, Buyer II, or Automotive Equipment Officer with the Missouri Uniform Classification and Pay System; and possession of a high school diploma or GED certificate. OR

Two or more years of experience as an Executive I or Buyer I with the Missouri Uniform Classification and Pay System; and possession of a high school diploma or GED certificate. OR

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Accounting, Interior Design, Drafting, Public or Business Administration, or a closely related field; and,

Three or more years of technical or professional experience in property control; procurement; expenditure control; building or office services management; vehicle fleet management and supervision; lease negotiation; interior design and layout; or other closely related areas, including one or more years at the level of Building Manager I, Procurement Officer I, Executive II, Buyer II, or Automotive Equipment Officer.

(Earned graduate credit hours from an accredited college or university in the specified areas may substitute on a year-for-year basis for the required general experience at a rate of 24 earned graduate credit hours for one year of experience.)

(Two years of additional qualifying experience at the level of an Executive I or Buyer I may substitute for the required specialized experience.)

(Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required college education.)

SEMI-MONTHLY SALARY RANGE: \$1,716.00 - \$1,782.50

TO APPLY: Please complete the DSS application <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf> , submit a cover letter, resume and copies of official transcripts to brenda.s.becker@dss.mo.gov.

RECRUITMENT AREA: Accepting applications from all qualified applicants.

APPLICATION DEADLINE: Deadline for applications is September 27, 2018. Applications will be subject to review prior to scheduling interviews.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER