



Juvenile Welfare Board of Pinellas County

JOB OPPORTUNITY

April 9, 2021

HIRING RANGE: \$19.05 - \$24.49/ Hourly (\$39,633.88- \$50,939.20/Annually) PG-18

The Juvenile Welfare Board offers a comprehensive benefits package, including medical, vision, dental, and life insurance as well as vacation and sick leave, tuition reimbursement, and participation in the Florida Retirement System among other benefits.

Position Title: Administrative Department Coordinator **Department:** Budget, Accounting, & Program Finance
Reports to: Chief Financial Officer **Status:** Non-Exempt

Position Purpose:

This position provides technical and administrative support to the Budget, Accounting & Program Finance Department.

Key Responsibilities:

- Organize and perform a range of diverse administrative activities related to the departments; organize and prioritize assignments from multiple sources.
- Utilize Word, Excel, Power Point, and Outlook Software, to create, revise and edit documents, including but not limited to invoices, memos, correspondence, forms, agenda, letters, and other documents for various organizational purposes and in support of the mission and goals of JWB.
- Maintain business calendars, schedule and confirm appointments and resolve conflicting schedule demands.
- Update and maintain a variety of spreadsheets and other electronic documents such as policies, procedures, and operating plans.
- Utilize scanning document management software to file and retrieve documents for department staff and maintain document quality controls.
- Purchase and maintain office supplies; initiate purchase requisitions, track orders and department payments, monitor budget expenditures, and make travel arrangements.
- Coordinate activities and prepare materials for a variety of meetings, conferences, committees, and trainings.
- Coordinate travel activities for conferences and other necessary travel.
- Attend meetings, take notes, and prepare meeting minutes.
- Assist the Sr. Contract Manager and Purchasing Agent during Procurement Evaluation Meetings.
- Assist the Accounting unit with payment voucher validation.
- Work cooperatively on inter and intra departmental teams to accomplish established team objectives and timeframes.
- Serve as backup to the Facilities Coordinator and the CEO's Executive Assistant/Clerk of the Board as needed.
- Other duties as assigned.

Specifications:

- Two years of experience performing administrative and varied office support work
- Associate's Degree in business or related field plus two years' experience as described above, or an equivalent combination of education, training and or experience
- Highly Proficient in Microsoft Office Suite Programs
- Document Design Software Experience/Knowledge/Skills (i.e. - Adobe Acrobat) a plus
- Ability to multi-task effectively and adjust to a dynamic workplace
- Ability to communicate effectively verbally and in writing. Detail oriented, neat, and organized

Additional Requirements:

- Successfully pass a Level 2 background screening as required by Ch. 435 Florida Statutes
- Possess a valid driver's license and/or access to reliable transportation

Interested applicants, please submit resumes by Friday, April 23, 2021 to:
Juvenile Welfare Board of Pinellas County, Attn: Human Resources Dept.
14155 58th Street N. Clearwater, FL 33760

email: hr@jwbpinellas.org or fax: 727-453-5610 Website: www.jwbpinellas.org

The Juvenile Welfare Board is an equal opportunity employer. The Juvenile Welfare Board is an E-Verify Employer. Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment by the state and are encouraged to apply for the positions being filled. Applicants interested in claiming Veterans' Preference please apply at: www.jwbpinellas.org All applicants are advised that applications in Florida become a matter of public record upon receipt.