Title: Coordinator Service Center

Pay Scale Group: 14-1

Essential Function

Under general supervision from a designated administrator, coordinate activities of service processing area to ensure unit goals and objectives are met. Responsible for processing of documents and records.

Characteristic Duties

Coordinate operational activities for a designated area.

Primary contact in resolving complex staff and customer issues and concerns.

May monitor and reconcile ledgers and budgets for a designated unit(s).

Develop policies and procedures concerning operations.

Generates reports on a regular or as-requested basis.

Assist in analyzing and interpreting data.

Troubleshoot and solve problematic situations.

Coordinate personnel functions for operating unit(s).

May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor's degree with one (1) year of experience; -OR- Associate's degree with three (3) years experience; -OR- five (5) years related experience. Some positions may require six (6) months to one (1) year of supervision.