JOB TITLE: Office Coordinator/Grants and Systems Specialist  
FLSA STATUS: Non-exempt  
UPDATED: June 3, 2019

POSITION OBJECTIVES:
To effectively provide administrative, clerical, and payroll support to the offices of the Business and Human Resources Administrator, and as Executive Assistant to the Superintendent. Assist with the completion of special projects and coordination of activities related to the various aspects of the central office and work cooperatively to accomplish common goals. To contribute to maintaining a professional, friendly, positive and respectful work atmosphere with an emphasis on teamwork and providing effective and timely direct service to the central office clients and customers, and other groups as needed or requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

ADMINISTRATIVE
Plan, coordinate and carry out all daily activities/operations related to assigned administrative functions. Primary areas of responsibility shall include, but are not limited to, the following:
- Perform key administrative support functions for the central office:
  - Open, screen and properly distribute mail daily.
  - Photocopy, collate, label and distribute written materials as requested.
  - Type, proof and edit correspondence, reports and other materials upon request.
  - Prepare letters, memos, forms and reports as requested.
  - Develop, update and distribute general forms and informational materials as needed or requested.
  - Order supplies and materials.
- Organize and maintain various departmental filing (including district vendor contracts) record keeping and reporting systems including computer applications to ensure efficient, up-to-date and accurate maintenance and reporting of information.
- Monitor and maintain records and billing related to Life, LTD and AD&D employee benefits.
- Manage retiree’s health insurance premium in relation to NHRS and oversee employee benefits.
- Assist with fiscal and other audits and ensure paper distribution to the RISD board and staff members.
- Assist with special projects as requested, such as the RISD annual meeting and report.
- Coordinate substitute hiring and maintain files.
- Maintain criminal record checks/AHS registry.
- Assist with the maintenance of the central office web pages.
- Keep abreast of relevant RISD policies and procedures, employee handbooks and master agreements; assist in assuring compliance with routine policies, procedures and master agreement provisions.
- Maintain professionalism and confidentiality.

SYSTEMS ADMINISTRATION
Perform a variety of tasks related to the ongoing development and maintenance of varied computerized systems. Responsible for training and assisting co-workers in areas of knowledge, training and/or expertise to ensure a smooth transition of duties and to provide effective backup. Systems shall include, but are not limited to the following:
- Online absence management:
- Enter new staff and substitutes in online program.
- Maintain all aspects of Frontline to ensure proper accounting of employee’s paid time off.
- Respond to and resolve employee issues.
  - EFinancePLUS
  - ADP
  - Health Equity
  - Retirement systems (NH and VT)
  - NH Department of Education System

**PAYROLL**

Perform various payroll functions. Primary areas of responsibility shall include, but are not limited to, the following:
- Process bi-weekly payroll in coordination with A/P and A/R.
  - Oversee and prepare time summary and review employee timesheets.
  - Enter payroll data and process through ADP.
  - Prepare all payroll related reports and work with various vendors to properly distribute funds.
  - Maintain accurate payroll information for each employee.
  - Ensure bi-weekly payroll data is returned to EFinancePLUS.
  - Participate in payroll audits.
  - Respond to and resolve employee issues related to payroll.

**GRANTS/REPORTING**

- Perform various tasks related to grant management, including both VT and NH systems.
- Procurement oversight.
- Coordinate and oversee the completion of various required surveys.
- Prepare reports, such as Centers for Medicare & Medicaid Services, Educator Census Report, Teacher & Staff Salary Survey, Affordable Care Act, and other student reporting for district.

**BACKUP FUNCTIONS:**
- Perform backup administrative support functions for the central office leadership team, as requested by supervisor or superintendent.
- Ensure that computerized and paper files are organized, easily accessible and understandable to enable others to effectively perform backup coverage when necessary; create checklists and other useful tools for those performing backup coverage to ensure effective coverage.

**SUPERVISION RECEIVED:** Reports to and receives assignments and direction from the Superintendent. May receive assignments and directions from other members of the central office leadership team. Supervised and evaluated by the Superintendent.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Associate’s degree in Human Resources, Business Administration, Management, or other related field, plus 2 to 3 years of related experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- **Language Skills.** Ability to read and interpret documents such as policies, operating practices, and procedure manuals. Ability to write reports, advertisements, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from applicants, parents, students, community members, board members, administrators and employees of organization.

- **Mathematical Skills.** Ability to calculate percentages, proportions, averages, and other concepts of basic algebra.

- **Computer Skills and Experience.** Excellent computer skills including proficiency with Microsoft Word, Excel and Access. Proficient skills with database programs also required. Experience using Human Resource Information
Systems (HRIS) preferred. Proficient with Google applications including Gmail, GoogleDocs, and Google Calendar preferred.

- **Reasoning Ability/Mental Requirements.** Demonstrated ability to use discretion and independent judgment. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret and apply a variety of instructions/policies/procedures/practices furnished in written, oral, diagram, or schedule form.

- **Communication & Interpersonal Skills.** Excellent oral and written communication skills. Proven ability to work cooperatively and effectively as part of a team. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including faculty, staff, administrators, co-workers, applicants, community members, and representatives of outside organizations.

- **Competencies.** The individual in this position must possess the following:
  - **Dependability** – being reliable, punctual, responsible and fulfilling obligations
  - **Self-Control** – maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
  - **Stress Tolerance** – accepting criticism and dealing calmly and effectively with high stress situations.
  - **Cooperation** – being pleasant with others on the job and displaying a good-natured, cooperative attitude.
  - **Concern for Others** – being sensitive to others’ needs and feelings and being understanding and helpful on the job.
  - **Attention to Detail** – being careful about detail and thorough in completing work tasks.
  - **Integrity** – being honest and ethical.
  - **Adaptability/Flexibility** – being open to change (positive or negative) and to considerable variety in the workplace.
  - **Independence** – guiding oneself with little or no supervision, and depending on oneself to get things done.
  - **Social Orientation** – preferring to work with others rather than alone, and being personally connected with others on the job.

**PHYSICAL EFFORT AND STRESS.** Employee must have the physical ability to perform the essential functions of the job as outlined above, in addition to the following (Indicate appropriate code from below):

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sometimes</td>
<td>S</td>
<td>activity may exist sporadically, but not on a consistent basis.</td>
</tr>
<tr>
<td>Occasionally</td>
<td>O</td>
<td>activity exists on a consistent basis for less than 1/3 of the time</td>
</tr>
<tr>
<td>Frequently</td>
<td>F</td>
<td>activity exists from 1/3 of the time up to 2/3 of the time</td>
</tr>
<tr>
<td>Constantly</td>
<td>C</td>
<td>activity exists for 2/3 or more of the time</td>
</tr>
<tr>
<td>Not Applicable</td>
<td>NA</td>
<td>activity is not present in the position</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Frequency Code</th>
<th>Essential</th>
<th>Not Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITTING</td>
<td>C</td>
<td>X</td>
</tr>
<tr>
<td>STANDING</td>
<td>F</td>
<td>X</td>
</tr>
<tr>
<td>WALKING</td>
<td>O</td>
<td>X</td>
</tr>
<tr>
<td>SEEING</td>
<td>C</td>
<td>X</td>
</tr>
<tr>
<td>HEARING</td>
<td>C</td>
<td>X</td>
</tr>
<tr>
<td>TALKING</td>
<td>C</td>
<td>X</td>
</tr>
<tr>
<td>DEXTERITY (hands/fingers)</td>
<td>C</td>
<td>X</td>
</tr>
<tr>
<td>USE OF COMPUTERS AND EQUIPMENT</td>
<td>C</td>
<td>X</td>
</tr>
<tr>
<td>LIFTING up to 10 lbs.</td>
<td>O</td>
<td>X</td>
</tr>
<tr>
<td>10-25 lbs.</td>
<td>O</td>
<td>X</td>
</tr>
</tbody>
</table>
25-50 lbs. | NA | X
50-100 lbs. | NA | X
100+ lbs.  | NA | X
CARRYING
  up to 10 lbs. | O | X
  10-25 lbs.  | O | X
  25-50 lbs.  | NA | X
  50-100 lbs. | NA | X
  100+ lbs.  | NA | X
BENDING/STOOPING | O |
PUSHING/PULLING | NA | X
TWISTING | O | X
CLIMBING | O | X
BALANCING | NA | X
CROUCHING | O | X
KNEELING | NA | X
CRAWLING | NA | X
REACHING (i.e., overhead) | O | X
HANDLING | C | X
DRIVING | O | X
REPETITIVE MOVEMENTS (hands, feet) | C | X
MANAGING STRESS | F | X
RESOLVING CONFLICTS | O | X

**WORKING CONDITIONS/ENVIRONMENTAL FACTORS:** All conditions common to a construction site for residential housing including, but not limited to, the following (Indicate appropriate code from above):

<table>
<thead>
<tr>
<th>Condition</th>
<th>Frequency Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPOSURE (dust, dirt)</td>
<td>F</td>
</tr>
<tr>
<td>EXPOSURE (extreme heat – non-weather, flames)</td>
<td>NA</td>
</tr>
<tr>
<td>EXPOSURE (extreme cold – non-weather)</td>
<td>NA</td>
</tr>
<tr>
<td>EXPOSURE (fumes, odors)</td>
<td>S</td>
</tr>
<tr>
<td>EXPOSURE (viruses, infectious diseases)</td>
<td>O</td>
</tr>
<tr>
<td>EXPOSURE (water)</td>
<td>NA</td>
</tr>
<tr>
<td>EXPOSURE (hazardous equipment)</td>
<td>NA</td>
</tr>
<tr>
<td>EXPOSURE (chemicals, hazardous materials)</td>
<td>S</td>
</tr>
<tr>
<td>UNEVEN TERRAIN</td>
<td>NA</td>
</tr>
<tr>
<td>OUTDOOR WEATHER CONDITIONS</td>
<td>S</td>
</tr>
<tr>
<td>VIBRATION/NOISE</td>
<td>C</td>
</tr>
<tr>
<td>HEIGHTS</td>
<td>NA</td>
</tr>
</tbody>
</table>

**Definitions - Physical Demands**

**Sitting:** remaining in a seated position
**Standing:** remaining on one's feet in an upright position at a work station without moving about
**Walking:** Moving about on foot
**Seeing:** Perceiving with the eye
**Hearing:** Perceiving or listening to sound by ear
Talking: Articulating, speaking or discussing using spoken words
Dexterity: Skill in the use of hands and fingers
Lifting: Raising or lowering an object from one level to another (includes upward pulling)
Carrying: Transporting an object, usually holding it in the hands or arms or on the shoulder
Bending/Stooping: Bending the body downward and forward by bending the spine at the waist. Occurs to a considerable degree and requires full use of the lower extremities and back muscles.
Pushing: Exerting force upon an object so that the object moves away from the force (includes slapping, striking, and kicking)
Pulling: Exerting force upon an object so that the object moves toward the force (includes jerking).
Twisting: Rotating; moving to face in alternate direction.
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes and the like, using the feet, legs, and/or arms and hands.
Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats.
Crouching: Bending the body downward and forward by bending the legs and spine.
Kneeling: Bending the legs at the knees to come to rest on the knee or knees.
Crawling: Moving about on the hands and knees or ha
Reaching: Extending the hands and arms in any direction
Handling: Seizing, holding, grasping, turning, or working with hands

This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.