

OPERATIONS PROGRAMS COORDINATOR

APPLICATION DEADLINE IS FRIDAY FEBRUARY 19, 2016 AT 11:59PM

Division: Operations
Reports to: Director of Operations
Location: Nashville, TN
Full-time/Part-time: Full-time
Salary Grade: 32
Monthly Salary Range Minimum: \$3,498
FLSA Classification: Non-exempt (01)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Ensures the processes of Delegated Grant Authorities (DGA's), Grant Payment Purchase Order (PO's), Service Contract PO's, Contract Payments and Insurance Coverages function smoothly and accurately. Functions as primary back-up for Operations Support Technician (excluding Expense Approvals).

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Develops and maintains all Delegated Grant Authorities (DGA); reviews and approves DGA's.
- Enters Grant Payment Orders into the State's Enterprise Resource Planning (ERP) System.
- Enters Service Contract Purchase Orders into the State's ERP System.
- Serves as primary back-up for all tasks associated with procurement, including ordering, and bids.
- Enters payments into Contract Management System.
- Handles the annual renewal and update of the Agency Fidelity Bond and applicable insurance coverage, and maintains appropriate related records.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- High school diploma or equivalent GED, with post-high school certification preferred.
- One year of state procurement and/or grant contract experience.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Ability to coordinate multiple activities effectively.
- A thorough knowledge of state procurement procedures is preferred.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Maintains a high level of confidentiality.

- Ability to document regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Builds and maintains positive relationships with internal and external associates.
- Maintains credibility through sincerity, honesty, and discretion.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

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APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION