



HUD Certified Housing Counseling Agency

OPERATIONS COORDINATOR

The Ocala Housing Authority is seeking a qualified person to join its team as an **Operations Coordinator**. This position will be responsible for providing safe, decent, and sanitary housing to the Ocala Housing Authority residents through an administrative capacity with the Deputy Director and a clerical capacity with maintenance and resident services to include work orders, inventory, data entry, application processing and general clerical duties. Additional duties may include preparing bid packets/bid packet files, participating in bid openings, posting bids on website, submitting bids to prospective contractors, prepare contracts and contract files, manage contract log, file maintenance, back up to the front desk, backup in preparation of daily bank deposits, and running mail through the postage meter, also mail delivery to post office and bank deposit to the bank.

MINIMUM QUALIFICATIONS:

- High School Graduate or equivalent
- 4 years' work experience in office or clerical experience (educational experience may substitute for work experience)
- Ability to handle multiple tasks simultaneously
- Computer knowledge helpful
- Data entry experience required
- Procurement experience a plus

If you meet these qualifications, please mail: **cover letter, resume', application, and three (3) verifiable work references**, to the attention of: Ms. Glenda Roberts, Human Resources Director, Ocala Housing Authority Administrative Office, 1629 NW 4th St, Ocala, FL 34475. You may also fax or email to Ms. Roberts at 352-369-2648 or GRoberts@OcalaHousing.org. Applications and job description are available on the OHA's website at www.OcalaHousing.org. **Salary: \$14.50 per hour, plus EXCELLENT BENEFITS.** Successful candidate must pass a criminal background check screening. Position is open until filled.



Drug-Free Workplace



COME GROW WITH US!!



JOB DESCRIPTION

Operations Coordinator

Nature of Work

This position will be responsible for providing Safe, Decent, and Sanitary Housing to the Ocala Housing Authority residents through an administrative capacity with the Deputy Director and a clerical capacity with maintenance and resident services to include work orders, inventory, data entry, application processing and general clerical duties.

Classification Standards

This position will report directly to the Deputy Director and work under limited supervision. Work in this class is distinguished from higher classes by its lack of overall departmental responsibility and from lower classes by its advanced administrative duties.

Essential Job Functions

- Serves as staff support to the Deputy Director
- Researches and prepares reports as requested.
- Procurement
 - Prepare Bid Packets/Bid Packet Files
 - Post Bids to Website
 - Submit Bids to prospective contractors
 - Prepare contracts and contract Files
 - Participate in Bid Openings
 - Verify references submitted by contractors
 - Draft and mail letters
 - Verify Bid Completeness
 - Manage Contract Log
 - File maintenance
 - General filing
- Serves as a backup in preparation of daily bank deposits
- Serves as a backup in Running mail through the postage meter
- Mail delivery to post office and bank deposit to the bank
- Stamp Signature and Stuff Bi-Weekly Vendor Checks serves as a backup
- Primary Contact to Provide Assistance for DCF Access Clients
- Inventory
 - Order maintenance supplies as needed
 - Maintain inventory on computer

“This opportunity is covered under Section 3 of the HUD Act of 1968”

JOB DESCRIPTION
Operations Coordinator, Continued

- Physical count of supplies
- Process purchase requisitions
- Receive deliveries as needed

- Record Keeping
 - Maintain all Maintenance Department files
 - Maintain contract files and bid files

- Clerical Duties
 - Correspondence, filing, organizing
 - Serve as back up to the back Front Desk Customer Service Representative
 - General office duties (i.e., copying, and bulk mailing)

Minimum Qualifications

- High School Graduate or equivalent
- 4 years' work experience in office or clerical experience (educational experience may substitute for work experience)
- Ability to handle multiple tasks simultaneously
- Computer knowledge helpful
- Data entry experience required
- Procurement experience a plus

Staff is responsible for reporting any perceived and/or real conflict of interest to their immediate supervisor in writing by completing the OHA Conflict of Interest Disclosure Form. Upon completion and submittal, the immediate supervisor will then report to Executive Management Staff. The Chief Executive Officer will determine if the employee will be allowed to continue processing the client's file, or if it will be assigned to another employee.

Employee Signature: _____ / Date _____

Human Resources Department: _____ / Date _____

Direct Supervisor: _____ / Date _____

Approved by:

_____/ Date _____

Chief Executive Officer Signature

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JOB DESCRIPTION
Operations Coordinator, Continued

This job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.



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