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DATE POSTED: January 13, 2015

AGENCY: GREENE COUNTY BOARD OF COMMISSIONERS

DEPARTMENT: Records & Information

POSITION: **Administrative Support Coordinator**

Working Title: **Public Outreach Coordinator**

PCN: 10604

(Position Description Attached)

MINIMUM REQUIREMENTS/LICENSING: High School Diploma or General Equivalency Diploma (G.E.D.) and four (4) years of experience related to the area assigned to, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed in the position description. **Must have knowledge of electronic data processing, website publishing and related software.** Valid State of Ohio Driver's License required. **Physical Requirements:** Incumbents may be subjected to odors, dusts, mold, poor ventilation, and work space restrictions. **Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

ENTRY RATE: \$15.12 /hr.

HOURS OF WORK: 8:00 a.m. - 5:00 p.m. , Monday - Friday

CLOSING DEADLINE AND TIME: January 20, 2015, at 4:00 p.m.

PROCEDURE FOR FILING:

Submit a completed Greene County Board of Commissioners' application to:
the
Personnel Department, 105 East Market Street, Xenia, Ohio 45385.

SERVICE ELIGIBILITY REQUIREMENTS: Employee applicants must have completed their probationary period in their current job classification to be eligible.

EQUAL OPPORTUNITY EMPLOYER: The Greene County Board of County Commissioners is an Equal Opportunity Employer. The Board of Greene County Commissioners does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. The Board of Greene County Commissioners does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Arrangements for such accommodations will be coordinated through the Personnel Department.

POSITION DESCRIPTION	GREENE COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Board of County Commissioners
	PERSONNEL DEPARTMENT	DIVISION OR INSTITUTION Records and Information
		UNIT OR OFFICE Administration

POSITION CONTROL NUMBER 10604	<input type="checkbox"/> State Agency <input checked="" type="checkbox"/> County Agency <input type="checkbox"/> New Position <input type="checkbox"/> Change		COUNTY OF EMPLOYMENT Greene
	USUAL WORKING TITLE OF POSITION Public Outreach Coordinator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 10600 Senior Manager
	NORMAL WORKING HOURS (Explain unusual or rotating shift.) FROM: 8:00 a.m. TO: 5:00 p.m. Monday-Friday		
	JOB DESCRIPTION AND WORKER CHARACTERISTICS		
CLASS TITLE Administrative Support Coordinator	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
	20	Provides reference services for county employees and the general public requesting information from county records. Coordinates graduate student interns with appropriate projects. Creates indexes/finding aids for records.	<p>Knowledge of: (3) inventory control; (11a) Public Relations; (11b) human relations; (16) interviewing; (21) social sciences (archives administration, records management); (22) electronic data processing, website publishing, and software to include RecMan, Adobe, Photoshop, Microsoft Publisher, Microsoft PowerPoint, and Irfanview.</p> <p>Skills: (25b) word processing (Word, Excel); (29) equipment operations (Microfilm reader/scanner, photocopier, PC, scanner/fax, camera, and all general office equipment).</p> <p>Abilities: (30n) deal with some abstract but mostly concrete variables; (32t) use proper research methods in gathering data; (32v) Originate and/or edit articles for publication; (33e) gather, collate and classify information about data, people or things; (34f) handle sensitive inquiries from and contacts with officials and general public; (35d) demonstrate strength to lift up to 50 lbs. and to move objects from one location to another.</p> <p>REQUIRED LICENSE(S) Valid Ohio Driver's License</p>
	50	Coordinates the design and content of the Greene County Archives' website, blog, and social networking sites as a means of community outreach to communicate the importance of local records, using platforms similar to WordPress, Drupal, or Joomla. Digitizes and transcribes a variety of county records by means of a variety of data management systems to provide online access to researchers.	
	20	Coordinates transfer of master microfilm/microfiche with the Microfilm Department, responsible for all data entry and implementation of a records management system to aid in the tracking, inventorying, and control of microfilm and microfiche.	
10	Monitors environmental conditions of Records Center and physical condition of records held. Performs preservation measures on documents, files and books when necessary. Contributes to and participates in appropriate associations, seminars, and conferences in order to keep informed of current archival practices.		
CLASS NUMBER 12104-N	<p>PHYSICAL REQUIREMENTS: Positions in this class typically require: kneeling, stooping, reaching, walking, driving, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing, and repetitive motions. Incumbents may be subjected to odors, dusts, mold, poor ventilation, and work space restrictions. Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p> <p>MINIMUM QUALIFICATIONS: High School Diploma or General Equivalency Diploma (G.E.D.) and four (4) years of experience related to the area assigned to, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.</p>		
	List Position Numbers and Class Titles of Positions directly supervised.		SIGNATURE OF AGENCY REPRESENTATIVE
		EMPLOYEE SIGNATURE	DATE

An Equal Opportunity Employer