

County of Berks

POSITION DESCRIPTION FORM

Position Title: Office Support IV (Part Time) – Berks Heim Maintenance

Department: Facilities and Operations **Reports To:** Facilities Manager (North Campus)
(Title)

Wage Category: **Exempt** **Non-Exempt**

EEO-1 **Union**
Category: Administrative Support **Classification:** Management/Confidential

POSITION SUMMARY:

This is a professional position which assists the North Campus Facilities Manager to manage, coordinate and track the incoming and outgoing accounting functions/financial operations as well as the maintenance workload of the Berks Heim Nursing Facility. Position requires a working knowledge in financial accounting, budgeting, purchasing, and daily office operations. This position performs a variety of advanced typing and clerical duties requiring the application of various work methods and procedures and knowledge of department functions, policies and practices. Position requires some independent judgment. Position requires a strong customer service ethic and an ability to maintain effective working relationships at all levels within and outside of the department. Position requires the ability to multi-task and operates efficiently in a high volume healthcare environment. Does related work as required.

POSITION RESPONSIBILITIES:

1. Assists in the review, verification, and tracking of purchasing expenditures. Prepares and transmits forms, including but not limited to: budget transfer, contract requisition, check requisition, request for journal entry, capital expense, and purchase requisitions.
2. Assists Heim Maintenance staff in ordering stock maintenance, mechanical systems and equipment replacement parts.
3. Assists with the processing of payroll submissions as per union contract, budget, and the Human Resources department. Advises of any conflicts or shortages in staffing levels within the

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Department, planned or unplanned, and makes appropriate recommendations.

4. ~~Assists in the scheduling and assignment of the daily duties of Heim Maintenance employees.~~ Utilizes the Computerized Maintenance Management System and maintains records as appropriate.
5. Coordinates contractor and vendor visits when occurring during working hours.
6. Creates and maintains user-friendly filing systems for required records and reports, including invoices and records of payment.
7. Types various forms of correspondence.
8. Performs the following office functions: photocopying, faxing, addressing envelopes/packages, delivering/picking up paperwork within the building.
9. Performs data entry as required.

Non-Essential Functions

1. Serve as a liaison between the department and the Berks County Controller's Office, Budget Office, Treasurer, Heim Fiscal Operations and all sub-contracted vendors and/or operations on fiscal matters.
2. Acts as receptionist by answering telephones, responding to inquiries and requests, and greeting visitors.
3. Assists the Facilities Manager and Heim Administration in the preparation the annual departmental budget.

MINIMUM EDUCATION AND EXPERIENCE:

1. High school diploma or G.E.D. certification from a recognized issuing agency.
2. Two (2) years of experience in advanced typing and office practices including working with varied computer applications.
3. Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

ACCESS &/OR USAGE LEVEL OF PROTECTED HEALTH INFORMATION:

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Circle One: High Medium Low

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to perform routine clerical work.
2. Ability to type accurately, rapidly and to compose effective correspondence.
3. Demonstrated mastery of the English language, including correct spelling, grammar and punctuation.
4. Ability to understand and carry out oral and written directions.
5. Ability to communicate effectively both orally and in writing.
6. Knowledge of data entry, computer operations, and automated/electronic record keeping.
7. Demonstrated proficiency in the use of Microsoft Word and Excel. Experience with ORACLE financial reporting systems is preferred but not required.
8. Knowledge and work experience in office support services including methods, procedures, and office practices.
9. Working knowledge of generally accepted accounting, auditing and cost accounting principles, practices and procedures gained through work experience and County preferred practices.
10. Ability to make mathematical calculations.
11. Ability to coordinate several tasks simultaneously and consistently meet deadlines.
12. Ability to establish and maintain effective working relationships with associates, supervisors and outside agencies.
13. Ability to adhere to all County policies and procedures and appropriately engage services provided by other County departments.

PHYSICAL DEMANDS:

1. The ability to sit and stand for extended periods of time.
2. Must be able to stoop, bend and stretch.

WORKING ENVIRONMENT:

Normal office environment.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.

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ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION

Signature of Employee

Date

Signature of Supervisor

Date

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