

		<b>Executive Coordinator</b> <b>Job Description /</b> <b>Physical Requirements and Potential Hazards</b>	
Supervisor(s): Executive Director	EEOC code: 5	Effective Date: 5/1/2019	<b>\$23.96 an hour</b>
FSLA Status Exempt	L & I code: 5308	Revision Date 11/30/2021	<b>COVID vaccination required</b>
Supervises: Janitor, Receptionist, Office Asst.			

**OVERVIEW:**

The Executive Coordinator is responsible for providing administrative support to the Executive Team, with an overall responsibility for understanding key agency activities.

**ESSENTIAL JOB FUNCTIONS:**

- Provide assistance to the Executive Director by preparing correspondence, reports, legal documents, corporate records and other matters
- Coordinate all travel arrangements, including airline and lodging reservations, for the Executive Director, other Executive staff and board members
- Initiates monthly Board calendar, prepares final copy materials for monthly Board mailing; board correspondence; monitors for compliance with CSBG standards; maintains board member documents and meeting minutes
- Prepare Agendas and reports for Board Committee meetings, take and maintain Board minutes
- Provide leadership and direction in development of agency plans and programs
- Contract and applications administration: oversee distribution, review and timely signatures; manage contracts control in CAP60, maintain electronic and paper files on contracts, applications, leases and others as appropriate
- Coordinates staff development activities
- Handle office and other key inventory and distribution for Port Townsend complex and vehicles
- Development and maintain a positive relationship with educational, professional, civil and other community groups on behalf of the agency
- Coordinate agency activities and special events, including the annual meeting
- Supervises receptionist and reception area in Port Townsend and Port Angeles office, and office assistant in Port Townsend
- Supervises janitorial staff in Port Townsend and Port Angeles offices
- Coordinate information technology functions as a liaison with IT consultants and OlyCAP staff
- Coordinate staff development activities
- Agency Reporting for CSBG Organizational Standards and other

~



**Executive Coordinator**  
Job Description /  
Physical Requirements and Potential Hazards

- Perform other duties as assigned
- Office management and maintenance coordinator for Port Townsend and Port Angeles Offices, includes supply inventory and ordering
- Peninsula Home Fund-answer customer requests, assess eligibility for services, gather intake paperwork and documents, write vouchers, document services in databases

**KNOWLEDGE SKILLS AND ABILITIES**

- Should demonstrate supervisory experience in an office setting, be highly organized and self-motivated, and have excellent oral and written communication skills
- Demonstrate ability to utilize sound judgement, work effectively under pressure, and maintain high level of confidentiality
- Demonstrate ability to effectively manage multiple complex projects with critical deadlines
- Strong computer skills utilizing word processing, spreadsheet and project/appointment scheduling software, as well as strong typing, filing, and record keeping skills
- Some travel is required: must have a valid driver's license; an insured, dependable vehicle; and acceptable driving records
- Able to demonstrate a genuine concern and respect for all cultures and diverse populations served by OlyCAP

**QUALIFICATIONS:**

- Previous executive level administrative/supervisory experience preferred
- Requires AA/AS degree in an Administrative or related field
- Successfully pass a pre-employment criminal history background check and a drug test
- Proficient in computer operations
- Possess a current driver's license and motor vehicle insurance
- Maintain reliable and punctual attendance



**Executive Coordinator**  
 Job Description /  
 Physical Requirements and Potential Hazards

**Executive Coordinator**

**PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS**

The following identifies the physical demands and potential hazards typically encountered by this position that can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

**NA:** Not applicable, not required of this position.

**NE:** Requirement is present, but is not essential to the position.

**O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

**F:** Frequent, 34-66 percent of the time.

**C:** Continuous, over 66 percent of the time.

	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Walking			X		
Standing		X			
Running		X			
Bending or twisting		X			
Squatting or kneeling		X			
Reaching above shoulder level		X			
Climbing (e.g. ladders)		X			
Driving cars, light duty trucks			X		
Driving heavy duty vehicles	X				
Using foot controls	X				
Repetitive motion of hands/fingers					X
Grasping with hand, gripping		X			



**Executive Coordinator**  
 Job Description /  
 Physical Requirements and Potential Hazards

Lifting/carrying 10-25 pounds			X		
	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
Lifting/carrying 26-50 pounds			X		
Lifting/carrying more than 50 pounds		X			
Pushing/Pulling		X			
Work in/exposure to inclement weather		X			
Work in/exposure to cold water		X			
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases	X				
Exposure to blood, body fluid, or potentially contaminated materials	X				
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current	X				
Seeing objects at a distance		X			
Seeing objects peripherally			X		
Seeing close work (e.g., typed print)					X
Distinguishing colors					X
Hearing conversations or sounds					X
Hearing via radio or telephone					X
Communicating through speech					X
Distinguishing odors by smell		X			
	X				



**Executive Coordinator**  
 Job Description /  
 Physical Requirements and Potential Hazards

Distinguishing tastes					
Exposure to wild/dangerous animals	X				
	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
Exposure to insect bites or stings	X				
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people				X	
Other:					
Other:					

Other physical or mental requirements of this position that have not been addressed above?

I have read, understand and am able to perform the essential job functions; and physical requirements and potential hazards of this position with or without reasonable accommodation.

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date