**SNRE Business Office Procedures**

**Office Coordinator Job Description**

**Purpose:** To describe the duties and responsibilities of the office coordinator located at various Extension sites located throughout the state of Alaska

**Target Audience:** Extension Faculty and Staff

**General Guidelines**

In order to coordinate administrative efforts for Extension sites, the Director selects a faculty member at each district office to be responsible for administrative matters. The only exception is the Anchorage office which has a District Director in charge of these functions. The office coordinator appointment will be reviewed every two years for potential reassignment.

**Duties and Responsibilities**

**General Responsibilities:**
The office coordinator is expected to use systematic processes such as regular office conferences and interaction to ensure good inter-office communication and management. Administrative responsibilities do not carry into program areas. The office coordinator’s duties and responsibilities are listed below. The director may assign additional duties, as needed.

1. Ensure timely submission of all administrative reports, such as space analysis, general office concerns, and others as requested.
2. Supervise the maintenance of all administrative policy and procedural handbooks including the Department Emergency Action Plan (DEAP).
4. Provide leadership and involve faculty and staff in building effective coordination across program areas and with other University units in field delivery.
5. Responsible to ensure high levels of communication and to facilitate joint programming efforts.
6. Ensure district employees successfully complete all required safety training in a timely manner.

**Fiscal Administration:**

1. Ensure that office support needs for physical facilities, support materials and support staff are brought to the attention of the Director or appropriate personnel.
2. Review and approve all office billing and fiscal reports in consultation with office staff with the exception of staff travel requests and travel expense reports.
3. Supervise and ensure maintenance of up-to-date inventory of office supplies, property, and equipment.
4. Approve timesheets for all non-exempt staff located at the district office.
5. Supervise maintenance of up-to-date inventory of publications and proper handling of publications purchased from the Communications Department.
6. Supervise use and accountability of petty cash funds (if applicable).

Personnel Administration:
1. Provide leadership for negotiations and make final recommendations on office classified staff personnel actions.
2. Assume responsibility for coordination with other faculty for actions concerning office classified staff.
3. Initiate classified staff performance evaluations annually, based on anniversary date of hire. For new employees, evaluate the first 6 months and again at the one year mark.
4. Review and make recommendations on district classified staff position description in consultation with immediate supervisor(s).
5. Conduct periodic review and balancing of workload for office classified staff in consultation with immediate supervisor(s).

Current Assignments (as of 7/1/2014)

Delta Junction-   Phil Kaspari
Juneau-    Sarah Lewis
Kenai-    Janice Chumley
Mat-Su/Copper River- Julie Cascio
Northwest-   Kari van Delden
Sitka-    N/A
Tanana-    Marla Lowder
Yukon/Kuskokwim- Leif Albertson