Operations Coordinator, Center for Water and Wetland Resources

**Definition of Class**
The incumbent in this position provides operational support in the administration of the Biological Field Station and the Center for Water and Wetland Resources. The incumbent is responsible for coordinating the activities of the administrative office, assisting in the development of policies and procedures, and maintaining financial records.

**Examples of Work Performed**
Manages the administrative day-to-day operations of the Biological Field Station and the Center for Water and Wetland Resources. Works with the Director to develop an operational plan for the department ensuring adherence to federal, state and departmental policies.

Coordinates the scheduling of the facilities and the availability of required equipment, supplies, or other instructional materials. Prepares and processes contracts related to the use of the facilities.

Maintains records regarding the purchase, storage, usage, and repair of instructional or research equipment; locates and maintains information concerning equipment sources, vendors and repair service representatives; makes recommendations concerning the repair or disposal of equipment.

Monitors the Center’s fiscal activities; maintains departmental accounts on computer; reconciles and balances accounts according to the budget; and produces status reports periodically. Processes requisitions, including contract bids; maintains purchase order files and tracks purchases; oversees department receiving functions, negotiates returns and reconciles accounts.

Oversees the operation of the Center’s stockroom and ensures that materials are stocked, stored, and issued in accordance with departmental and University guidelines.

Prepares various reports and analyses reflecting facility usage along with appropriate recommendations or conclusions.

Provides administrative assistance to the Director; compiles and organizes documents for grant proposals; prepares correspondence on the Director’s behalf and serves as a liaison between the Director and other departments or the general public.

Processes appropriate travel records and forms according to University procedures.

Ensures open communication with offices and programs on the Oxford campus.

May supervise subordinate personnel, including student workers and graduate assistants.
Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring department.

1. Coordinates the scheduling of facility use, and manages the daily administrative functions of the Center.
2. Prepares and maintains financial records; including current budget balances, and various reports and forms.
3. Provides administrative assistance to the Director.
4. Manages equipment inventory, stockroom, and purchasing and receiving.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to use hands to finger, handle or feel objects, tools or controls; sit; talk or hear. The incumbent is occasionally required to stand; and walk.

**Experience/Educational Requirements:**

- **Education:**
  Associate’s Degree in Accounting, Business Administration, Management, or related field from an accredited college or university.

  AND

- **Experience:**
  Four (4) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.
Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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