

 BRA/EDIC EMPLOYMENT OPPORTUNITY TITLE: ASSISTANT DATABASE & ADMINISTRATIVE COORDINATOR	
EMPLOYMENT STATUS: EDIC Employee <i>*Partially funded by the U.S. Department of Labor Training and Service Learning Grant</i> <i>The U.S. Department of Labor is an Equal Opportunity Employer</i>	JOB POSTING: #25-13 POSTING DATE: 10/17/13
DIVISION/DEPT: JCS/YOUTH OPTIONS UNLIMITED(YOU)	
<i>*This job posting will remain posted for 10 working days (until 10/30/13) before a hiring recommendation can be made*.</i>	

SUMMARY: Under the direction of the Database Administrator and Program Operations Coordinator, JCS/Youth Options Unlimited (YOU), assist in ensuring smooth office operations; facilitate payroll processes. Assist Database Administrator in all activities pertaining to use of computer applications, technical support and training of YOU staff. Participate in all reporting activities.

Collaboratively with the Safety and Security Specialist, direct all incoming YOU guests and calls to appropriate parties. Monitor front desk area to ensure center safety and to redirect parties when necessary.

Maintain all sign-in/out forms, including YOU's vehicle log and staff attendance log. Organize and monitor conference room usage.

Assist Database Administrator in monitoring office supplies and company vehicles. Organize supply orders and other program purchases with all YOU staff. Working in conjunction with Database Administrator and A&F staff, ensure vehicle maintenance and proper usage. Compile purchase orders; monitor vendor transactions and invoicing.

Assist with daily attendance tracking and payroll for YOU's Professional Development program. Take charge of payroll documentation process including tracking and ensuring I-9 documentation and completion/maintenance of federal/state tax withholding forms. Complete tasks related to Federal and State labor law compliance. Collect, review and record timesheet information into tracking system. Handle inquiries regarding bi-weekly payroll; organize paycheck disseminations.

Schedule and proctor assessment tests; working with Case Management staff, Career Development staff and volunteers; record and track test records.

Assist Database Administrator in all reporting-related activities including daily collection, data tool adjustments, recordation, and reporting to both internal and external sources regularly. Lead per diem data entry staff in data collection and reporting.

Assist Database Administrator in providing application & networking support for YOU staff, including training on new database, ETO.

Assist all staff in electronic filing. Monitor and organize various share folders on contract mandated documentations.

Assist all staff in office filing; lead per diem staff in organizing archive projects. Perform other related administrative duties as requested.

QUALIFICATIONS: Work requires an Associates degree in Office Administration or equivalent plus 4 years related experience in an office environment. Previous public contact experience is required. Must have knowledge of MS Office Suite which includes proficiency with Excel and Access. Knowledge of common office procedures is required. Basic knowledge of bookkeeping and HTML is a plus.

GRADE 16:

HIRING RANGE: \$43, 185.25 - \$51, 873.74

To Apply:

Submit resume to: Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

E- Mail: Hr.bra@cityofboston.gov

An Equal Opportunity Employer

BOSTON RESIDENCY REQUIRED ON DATE OF HIRE

