

CITY OF HARRISONBURG
invites applications for the position of:

Field Trip Coordinator (Program Support Specialist)

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$18.27 - \$21.01	\$1,461.60 - \$1,680.80	\$3,166.80 - \$3,641.73	\$38,001.60 - \$43,700.80

OPENING DATE: 11/17/21

CLOSING DATE: Continuous

DESCRIPTION:



Are you looking for a rewarding career that allows you to utilize your administrative skills to make an impact here in the local community? If so, consider applying for the City of Harrisonburg Public Transportation Department's Program Support Specialist career!

The Public Transportation Department's Field Trip Coordinator (Program Support Specialist) position is a full-time role with benefits and a preferred hiring range of \$18.27 - \$21.01 per hour (equivalent to \$38,001 - \$43,700 annually). The ideal candidate for this position will be willing to take initiative and prioritize work appropriately while performing a variety of administrative work for the department to support multiple divisions and programs. *Applicants who do not meet the minimum qualifications for the Program Support Specialist level may be considered for other levels within the department at an annual rate commensurate with applicant qualifications.*

As the Program Support Specialist, you will:

- Perform daily administrative support, general office support, and front desk duties, including answering phones, helping customers at the front desk with transportation program comments, requests for information related to the programs, and more;
- Administer and oversee communication with all City schools regarding scheduling drivers for all field trips and athletic trips;
- Perform accurate billing for each field trip in the correct account for schools and paratransit;
- Serve as a lead worker for the department in accounts receivable, to include but not limited to creating and sending invoices and advice receipts for wire transfers and checks;
- Verify farebox collection and deposit of funds;
- Assist in preparing payroll, maintaining payroll records and files, and preparing payroll reports for City employees;
- Process payroll, including entering employees' time and leave into computer system and printing and reconciling payroll reports;
- Coordinate and communicate program information internally with other City departments and externally with providers and other businesses, as necessary;
- Maintain daily records, holiday closing ads, and pick up, process and deliver mail;
- Set up and maintain a variety of files;
- Collect, prepare, and file data for a variety of records and reports, including driver physicals, paratransit program, and taxi driver applications.

Minimum Requirements:

- Bachelor's degree with coursework in business administration or related field, or equivalent combination of education and experience.
- Valid driver's license.
- [Click here to view the physical requirements for this position.](#)

The ideal candidate for this position will have:

- Comprehensive knowledge of office practices, procedures and office equipment, including proficiency with Microsoft Office Suite.
- General knowledge of:
 - A variety of manual and automated filing systems;
 - Standard English grammar, punctuation, and usage;
 - Fiscal record keeping and reporting methods;
- Skill in the operation of automated office equipment;
- Ability to:
 - Develop and maintain policies/procedures and recordkeeping systems;
 - Perform multiple, detailed tasks in an often hectic environment;
 - Meet strict project deadlines;
 - Effectively communicate program/project information;
 - Establish and maintain effective working relationships with City officials, colleagues, and more.

The selected candidate for this position will be subject to the following screenings and must receive satisfactory results:

- DMV record review;
- Drug screening;
- Credit check; and
- Criminal background check.

To Apply: Applications will be accepted on the City's website until a suitable pool of candidates is received. **The first review of applications is expected to begin by November 29, 2021.** This position may close at any time after 10 calendar days. (posted 11/17/2021)

The City provides an excellent benefits package including health insurance, retirement (VRS & MissionSquare), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.harrisonburgva.gov/employment>

Job #5155 - (Nov 2021)
FIELD TRIP COORDINATOR (PROGRAM SUPPORT
SPECIALIST)
CM

OUR OFFICE IS LOCATED AT:
409 South Main Street
Third Floor
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540.432.8920
540.432.7796
employment@harrisonburgva.gov

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