

ADMINISTRATIVE COORDINATOR I

Housing & Human Services | Community Development



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Administrative Coordinator I is responsible for providing comprehensive administrative support to all divisions of the Housing and Human Services Department.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Friday

SHIFT

8 a.m. to 4:30 p.m.

LOCATION

Housing & Human Services
Department

REPORTS TO

Community Development
Administrator

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)
Sitting for long periods of time
Walk and climb stairs

WORK ENVIRONMENT

Frequent public interaction,
collaboration with departmental staff,
and occasional participation in
emergency operations.

EMERGENCY EVENTS

Required to work during emergency
events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to serve as a key liaison for visitors and callers, ensuring a high standard of professionalism and efficiency.

The incumbent also plays a critical support role during emergency operations, including evacuation and shelter support.

JOB DUTIES

- Greet and assist all visitors in a courteous and professional manner.
- Maintain accurate and up-to-date visitor logs using designated tracking tools.
- Answer, screen, and direct telephone calls for the Housing and Human Services Department and the Houma Police Detective Bureau.
- Respond to general inquiries regarding departmental programs and services.
- Monitor, organize, and respond to departmental email correspondence.
- Accept, log, and distribute all incoming paperwork for various departmental divisions.
- Maintain a clean, organized, and welcoming reception area and shared common spaces.
- Prepare and enter purchase requisitions for the Community Development and Head Start Divisions into the AS400 system.
- Prepare and process warehouse orders for designated divisions.
- Compile and submit vehicle log sheets to the Finance Department.
- Generate invoice cover sheets and file invoice backup documentation.
- Process and file the recordation of legal documents with the Terrebonne Parish Clerk of Court.
- Perform regular document filing and assist with records retention tasks, including annual transfer of archived records to warehouse storage.
- Assist with evacuation and shelter operations during emergencies or natural disasters, which may include extended hours, nights, and weekends.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to take initiative, remain composed under pressure, and support departmental goals by fostering a collaborative and supportive work environment.
- **Time Management:** Ability to prioritize tasks, meet deadlines, and handle frequent interruptions in a fast-paced environment.
- **Analytical Skills:** Ability to assess clerical and procedural needs, identify discrepancies, and ensure accuracy in records, logs, and documentation.
- **Communication Skills:** Clear and courteous verbal and written communication is vital for interacting with the public, relaying information, and supporting interdepartmental coordination.
- **Organizational Skills:** Ability to manage multiple tasks simultaneously, maintain orderly records, and ensure smooth front office operations.
- **Technical Skills:** Must be proficient in Microsoft Word, Excel, Outlook, and other Windows-based applications.
- **Qualifications:**
 - High school diploma or GED certification required.
 - Three (3) year experience in an administrative support capacity.

Questions? No problem!
Email us at employment@tpcg.org.