

Job Title	Victims Services Administrative Coordinator
Employer/ Agency	City of Houston Police Department
Job Description	<p>Position Description Accurately and appropriately prepares and host presentations with/for agency partners. Punctual to meetings. Accurately and appropriately responds to any and all questions to another agency. Privately discuss concerns/issues with concerned parties who may be uncomfortable relaying their concerns/issues publicly. Promoted departmental programs among various community groups. Entertains suggestions from civic groups such as Parents of Murdered Children, Harris County Inter-Agency Victim Council, Texas Equi-Search, and the Harris County Inter-Agency Sex Offender Council then apprises management of needs, issues, and concerns. Answer inquiries from victim/citizens about victims' rights, criminal justice issues and a myriad of other public safety issues. Perform other duties or special projects as assigned.</p>
Qualifications	<p>"Must be able to pass a criminal background check, obtain and maintain federally mandated security clearances where required."</p> <p><u>EDUCATIONAL REQUIREMENTS</u> Requires a Bachelor's degree in Business Administration, Liberal Arts, or related field.</p> <p><u>EXPERIENCE REQUIREMENTS</u> Five years of administrative experience are required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.</p> <p>PREFERENCES Preference will be given to applicants who are bilingual, possess the listed knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.</p> <p>Knowledge of supervisory and managerial techniques and principles. Knowledge of budget preparation. Knowledge of budget Federal, State, Local laws, and ordinances. Knowledge of city policy of procedure. Skill in handling conflict and uncertain situations. Skill in collecting, analyzing and interpreting data. Skill in oral and written communication. Skill in handling multiple tasks and prioritizing. Skill in using computers and related software applications (SAP experience preferred). Skill in planning and organizing' Ability to work with frequent interruptions and change in priorities.</p>

Salary/Hours	Full Time
Employer/Agency	City of Houston Policy Department
Application Method	Apply at https://www.governmentjobs.com/careers/houston/jobs/2267257/administrative-coordinator-grant-funded?page=1&pagetype=jobOpportunitiesJobs
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.