



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: Department of Financial Institutions		BU: 00208
Division: Administration	Section/District: 0059004	
Job Title: Program Coordinator VI		Job Code: 002WM6
Working Title (if different from above): Procurement Officer/Travel Coordinator		
Reports To: Supervisor of Administration		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

The Procurement Officer/Travel Coordinator is responsible for coordinating and arranging all out-of-state travel arrangements for all agency employees and reviews and processes in-state travel vouchers for reimbursement by the Auditor's Office. This person also supports agency functions through ordering and coordinating the delivery of all agency supplies, equipment, and office furniture.

Essential Duties/Responsibilities:

1. Make all necessary out-of-state travel arrangements. This includes processing and coordinating State Travel Office approval and adhering to State Travel Policy Guidelines. This requires effective and professional communication with the traveler to ensure travel arrangements are efficient and comply with State Travel Policy guidelines. It also requires effective and professional communication with the Administrative Assistant responsible for scheduling Bank Division training. Ensure the employee has been provided with the correct final travel arrangements. This may also include registering employees for schools and training conferences.
2. Procure all supplies, computer-related equipment and accessories, and office furniture for the main office and district offices utilizing e-procurement and following all related Indiana State rules and procedures for procurement. Conduct regular inventory checks of frequently used items.
3. Review all in-state travel vouchers submitted by employees for accuracy. Make the necessary corrections or contact the employee to request they resubmit a corrected voucher. Correctly input into PeopleSoft (Encompass).
4. Generate and maintain accurate and timely travel expense reports and supply needs for budgetary purposes. These will be provided to the Deputy Director of Administration and the Supervisor of Administration as requested. These will generally include monthly, quarterly, or annual estimates.
5. Assist other support staff in answering the telephone, answering lobby calls, accepting deliveries, and sorting and distributing mail as well as any other necessary "front desk" duties.
6. Coordinate the agency's participation in the State Employee Campaign Drive.
7. Assist in the planning and preparation of the DFI Examiner Seminar and other DFI hosted seminars or conferences as needed.
8. Perform other duties as assigned.

Job Requirements:

Should have significant knowledge of State and agency travel rules and regulations. Must have significant knowledge of State procurement rules and guidelines. Must be able to communicate effectively both

orally and in writing and must be able to deal tactfully and professionally with agency personnel, other agencies, and other third parties. Must be proficient in the use of PeopleSoft (Encompass).

Supervisory Responsibilities/Direct Reports:

None.

Difficulty of Work:

Work requires the individual to consider many variables and exercise judgement in applying pertinent guidelines and standards effectively and consistently.

Responsibility:

Individual makes many individual judgements in achieving general goals. Some work is reviewed for technical accuracy and compliance with agency policy and conclusions.

Personal Work Relationships:

Works extensively with travelers in making their travel arrangements. Works extensively with other agency staff as well as other agencies and vendors. Must establish and maintain effective work relationships with all agency personnel.

Physical Effort:

Physical effort is considered light.

Working Conditions:

Individual works at the main office of the agency. The main office is a professional office environment.