

## **Venues Blueprint Specialist-Contract**

Pay Grade: (S18)

Pay Range: **Min.** \$14.40 **Mid.** \$17.99 **Max.** \$21.58

SEIU: SWN      Non-Exempt

### **Nature of Work:**

Performs technical and administrative support to the BLUEPRINT Project Office.

Assist the BLUEPRINT Management in the successful implementation and accomplishment of the City of Orlando's Local Economic Plan (BLUEPRINT Program) for the Community Venues projects.

### **Examples of Work Performed:**

Performs intake and screening of all BLUEPRINT registrants for employment, training and supportive services; maintain appointment and intake log.

Provide BLUEPRINT contractors support with and in the LCPTracker Labor Compliance Software and B2gnow Diversity Management Software systems.

Compiles data, conducts research, and obtains pertinent material for staff; prepares routine reports using specialized BLUEPRINT ACCESS database, LCPTRACKER System and B2GNow system.

Performs the lead data entry role for the BLUEPRINT ACCESS Database; revising existing records in the BLUEPRINT ACCESS D/B.

Establishes and maintains a comprehensive filing system, maintains employment applications, job orders and other pertinent BLUEPRINT records.

Relieves BLUEPRINT Special Project Coordinator of administrative detail, assist with the preparation and submittal of all BLUEPRINT account payable deliverables utilizing WOKRDAY system.

Performs a variety of administrative support work in support of office operations including typing, filing, responding to request for information and inquiries regarding the BLUEPRINT Program.

Assignments are usually performed with general instructions, guidance and minimal supervision.

Other duties as assigned by BLUEPRINT Management staff.

### **Knowledge, Skills and Abilities:**

Knowledge of the City of Orlando's Local Economic Plan (BLUEPRINT Program) for the Community Venues projects.

Excellent verbal and written communication skills and ability to effectively use the Internet to communicate with constituent groups, consultants and contractors.

Ability to demonstrate proficient use of specialized program systems such as ACCESS D/B, Microsoft Office Suite, LCPTracker Labor Compliance Software and B2GNow Diversity Management System.

Ability to simultaneously handle multiple projects.

Ability to present projects in a public forum.

Knowledge of standard office methods and procedures

Skilled in the operation of a personal computer

Ability to learn and apply basic policies, procedures, and regulations related to the BLUEPRINT Program and Chapter 57 of the City's code as applicable

Ability to conduct research, compile data, and prepare routine reports and memos

Ability to work independently, plan, organize and meet deadlines

Ability to handle confidential and sensitive material

Ability to communicate effectively, responds to inquiries, and provides information

Ability to take initiative and work independently within guidelines as necessary

Ability to listen attentively and understand information

Ability to provide good public service

Ability to establish and maintain effective working relationships with employees and the general public

Ability to work under stressful conditions; work evenings, weekends, and/or holidays – *if requested*, stand and/or sit for long periods of time and the ability to use independent judgment.

#### **Minimum Qualification Requirements:**

Preferably, an A.A. Degree in Business or a related discipline, however work experience may be considered in lieu of a degree. Preferably candidates must have at least 6 months specialized experience performing duties similar to responding to inquiries regarding employment, training, diversity issues and project compliance. Working knowledge of Microsoft Office (ACCESS, Word, Excel and Powerpoint), LCPTracker Compliance Software and B2GNow Diversity Management System.