



Administrative Coordinator (2881)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 14

Safety-Sensitive: No

Purpose

The purpose of this classification is to serve as the office manager for a large division or department, performing a wide variety of administrative functions which may include the oversight of other administrative staff.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Distinguishing Characteristics:

This is the fourth level in the Administrative Support series. Incumbents in this classification are broadly responsible for all administrative support functions in a division or department and serve in a lead capacity providing guidance, direction and training to other administrative staff. Work requires a broader knowledge and comprehension of techniques, information, methods, and organizational procedures for the area of assignment.

Typical Duties

Leads and coordinates daily work activities of administrative support staff in the department: confers with supervisor to obtain direction regarding work assignments and priorities; organizes tasks in order to complete assigned work; monitors status of work in progress and inspects completed work; confers with co-workers, assists with complex/problem situations, and provides technical expertise; assists with training and instructing co-workers regarding operational procedures and proper use of equipment; and assists with supervision of co-workers by reporting employee problems and providing input on disciplinary action and employee performance evaluations.

Serves as liaison between the assigned department and other departments/divisions, staff members, County officials, the public, community leaders, outside agencies, or other individuals or organizations for the distribution and receipt of routine information: interacts with various officials and dignitaries involving sensitive client relations; conveys information among division/department personnel; and circulates documentation to appropriate departments.

Serves as departmental human resources liaison: prepares new employee paperwork; processes documentation pertaining to personnel/payroll functions; reviews timesheets for accuracy and researches discrepancies; tracks accrued and used sick leave and vacation time; enters payroll data into computer for payment; prepares personnel change forms; and maintains attendance records, confidential personnel/payroll files, employee rosters, certifications, background checks, and related records.

Processes documentation pertaining to budget or general financial management: reviews invoices for accuracy, matches with purchase orders; enters budget data into computer; assists with budget

preparation; provides budgetary input and assists in forecasting revenues/expenditures; enters daily revenue into computer and generates revenue reports; reviews monthly budget analysis reports; monitors expenditures to ensure compliance with approved budget; processes budget transfers as needed; reconciles payable records with Finance Department records prepares bank deposits; coordinates internal accounting activities; maintains current balances for accounts; and maintains departmental petty cash funds.

Processes purchasing documentation: reviews purchase requisitions and verifies availability of budgeted funds; prepares purchase orders and forwards data to appropriate departments; obtains competitive price quotes; orders materials under blanket purchase orders.; reviews invoices, purchase orders, or other documents for accuracy; researches discrepancies, assigns proper accounting/budgetary codes, obtains proper signatures, and forwards for payment; and maintains related files and records.

Receives and sorts incoming documentation and materials: sends and receives documentation; distributes and delivers incoming faxes, subpoenas, mail, or other documentation to appropriate personnel; sorts, organizes, opens, and/or distributes incoming mail; signs for incoming packages and delivers to appropriate personnel; processes outgoing mail; and copies and distributes forms, reports, correspondence, schedules, agendas, or other documentation.

Performs customer service functions in person, by telephone, and by mail: provides information and assistance regarding department/division services, procedures, fees, or other issues; responds to routine questions or complaints; researches problems and complaints and initiates problem resolution; receives payments for various fees, fines, or services; records transactions, posts payments, and issues receipts; balances cash drawers; and prepares revenues for deposit and forwards as appropriate.

Provides administrative support for boards, committees, or other meetings: prepares and distributes agendas, meeting notices, meeting packets, and related documentation; coordinates meeting rooms/facilities, equipment, and refreshments; notifies participants of scheduled meetings; submits public notices to newspapers, property owners, or others as required; records and transcribes meeting minutes; distributes meeting minutes to appropriate individuals; and maintains official records.

Processes a variety of documentation associated with department operations within designated timeframes and per established procedures: receives, reviews, records, types, and/or distributes documentation; enters data into computer systems; logs, tracks, or maintains records regarding department activities; compiles data for further processing or for use in preparation of department reports; and files, maintains, and stores hardcopy records.

Maintains file system of various files and records for the department; prepares files, organizes documentation, and files documents in designated order; retrieves/replaces files; scans records into computer; shreds or destroys confidential or obsolete documents; and conducts records maintenance activities in compliance with guidelines governing record retention.

Performs other related duties as required.

Minimum Qualifications

Associate degree in Administrative Services, Accounting, or related field required; supplemented by three years of experience in providing administrative support in area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, hand visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019