

ADMINISTRATIVE COORDINATOR

Position Code: 1870

WC Code: 8810

FLSA Status: Non-Exempt

Pay Grade: 350

Approval Date: 2023

General Statement of Duties

Performs advanced administrative support work for a large and diverse department.

Distinguishing Features of the Class

Work in this class involves performing varied professional work, assisting in the coordination of day-to-day operations of a large, broad and diverse department. Employees are responsible for interpreting, developing, and carrying out policies and procedures for various programs/activities or administrative functions. The class is characterized by major public contact functions including responsibility for acting as liaison between the department and other departments and the public in interpreting policies and procedures with independent authority. This class is distinguished from the Administrative Assistant by enhanced involvement in major functions of the department such as budgeting, contracting and agenda planning with regard to relevant Board Meeting material. Work is reviewed for conformance with program objectives.

Duties and Responsibilities

Assists the department with the preparation of the annual budget. Tracks expenditures, projects funding needs, and compiles key information.

Assists the department with contract administration, agenda planning and programmatic operations.

Drafts reports and materials requiring extensive research and interpretation.

Serves as liaison to expedite flow of information and to interpret policies, procedures, rules, and regulations to many and varied facets of the organization as well as to the general public.

Processes invoices and reconciles financial records for the unit.

Attends meetings as a participant or representative of management.

Establishes administrative procedures for the unit.

May supervise other administrative staff.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of office management techniques; and ability to practice effective communication techniques both orally and in writing including ability to coordinate a variety of resources in gathering information and independently answering inquiries.

Considerable knowledge of effective practices and ability to plan and supervise the work of others, if applicable.

Ability to analyze and interpret policy and procedural guidelines and to resolve problems and questions, independently.

Ability to establish and maintain effective working relationships with peers, officials, ~~the press~~ and the general public.

Skill in organizing workflow and coordinating activities.

Physical Requirements

Must be able to physically perform the basic life operational functions of stooping, reaching, standing, fingering, grasping, talking, hearing and repetitive motions.

Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift objects.

Must possess the visual acuity to work with data and figures, do some accounting tasks, operate a computer terminal and do extensive reading.

Minimum Education and Experience

An associate degree in office technology or business from an accredited community college and two to four years of directly related experience; a High School Diploma or GED, and three to five years of experience; or an equivalent combination of education and experience.