



ADMINISTRATIVE COORDINATOR I

DEPARTMENT: VARIOUS
GRADE 13

CHARACTERISTICS OF THE CLASS:

Under direction of an Administrative Supervisor or Department Director, performs a wide variety of generalized clerical work in administering specific projects. Extensive knowledge of the department and excellent keyboard skills are crucial to this position. Duties include non-routine administrative support tasks and public contact work. The incumbent may coordinate several work programs simultaneously. Work is reviewed through reports for results obtained and adherence to established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Requisitions supplies and equipment; checks operating reports for accuracy and conformance to policies and standards.
2. Composes, types, and prepares correspondence, memoranda, forms, reports, minutes, and other materials from copy, or notes; completes applications and permits; opens, sorts, and distributes mail.
3. Operates a computer, photocopier, printer, microfiche, calculator, adding machine, facsimile machine, or typewriter.
4. Maintains filing systems; updates lists, code books, and policy manuals; maintains appointment calendar; schedules meetings and activities.
5. Responds to telephone or in-person inquiries; greets the general public; provides information on departmental services and functions; directs callers; may prioritize the work of subordinate clerical staff.
6. Researches, collects, and compiles data for administrative reports, correspondence, bulletins, questionnaires and agreements; verifies reports for accuracy; receives and distributes employee evaluations; accepts and processes applications.
7. Coordinates projects as directed by superior; prioritizes work assignments; assist in budget preparation; monitors expenditures.
8. Develops and revises procedures; prepares payroll; updates personnel files; processes action requests.
9. Acts as a liaison between superiors and subordinates, and the general public; may attend various Board and Committee meetings.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

High School Diploma or GED; supplemented by two (2) years of directly related experience including use of computers and standard software applications such Microsoft Suite, plus college level course work in business, public administration, computer applications or a related field; or an equivalent combination of training and experience. Requires excellent keyboard skills as directed by departmental need.

B. Knowledge, Abilities and Skills:

Knowledge of modern office terminology, methods, practices and procedures.

Knowledge of modern information systems and software. Knowledge of business English and arithmetic.

Knowledge of departmental and municipal rules, regulations, policies, and procedures.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees, superiors, and the public. Ability to make decisions and interpretations in accordance with established rules, policies, and procedures.

Ability to communicate information tactfully and impartially.

Ability to maintain complex records and prepare reports. Skill in the use of modern office equipment.

C. Physical Requirements: 2

D. Environmental Requirements: 1

E. Sensory Requirements: 3, 8, 9