

## **ADMINISTRATIVE COORDINATOR I**

### CODES/PAY GRADE

Class Code: 1011

EEO Code: B

Pay Grade: 209

### MAJOR FUNCTION

Responsible work coordinating varied administrative processes in a division or department, functioning in a specialized technical, or operational capacity.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Functions as an executive aide in a complex division or activity. May supervise or coordinate administrative and/or clerical activities within a unit in a large operating activity or division. Conducts necessary correspondence and studies.

Analyzes and resolves problems dealing with particular projects in a division. Coordinates methods and procedures, improvements, and programs to foster greater productivity. Evaluates programs for compliance with priority schedules and accomplishment of work programs.

Implements programs with a minimum of supervision. Develops and installs systems, forms, and procedures.

Represents the division or activity in making special investigations and gathering information. Meets with public officials and civic groups to explain various projects and work programs.

Compiles reports regarding area of assignment.

May serve as program or project manager wherein the programs success relies on the incumbent.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles of management and their application to the administration of governmental affairs. Knowledge of area of assignment, including trends and concerns. Knowledge of research and report writing techniques. Knowledge of basic accounting principles and procedures.

**(Administrative Coordinator I continued)**

Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness. Ability to communicate effectively both orally and in writing. Ability to establish effective working relationships.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in Business Administration, Political Science, Public Administration, Social Science or a related field.

A comparable amount of education, training and experience may be substituted for the minimum qualifications if the following conditions are met:

- the comparable experience, training and/or education has a direct relationship to the duties of the position being advertised; and
- qualifying comparables are provided by the appointing authority prior to the position's advertisement and/or request for an eligibility list.

**ADA REQUIREMENTS**

Physical Demands: Sedentary work.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical and professional journals and manuals; financial reports, letters, memos, abstracts, instructions; legal documents, ordinances and statutes. Ability to perform general mathematical functions. Ability to write reports, financial reports, memos, letters, instructions and procedures. Ability to speak publicly; conversant in theory and practices of discipline; persuasive speaking. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 5/97  
Replaces 10/94  
Revised 10/03