

ADMINISTRATIVE COORDINATOR II

CODES/PAY GRADE

Class Code: 1012

EEO Code: B

FLSA: E

Pay Grade: 211

MAJOR FUNCTION

Progressively responsible work on a professional level performing a variety of operational and managerial tasks.

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.)

Coordinates office services, personnel, budget preparation, and records control.

Studies management methods in order to improve workflow, simplify reporting procedures or implementing cost reductions. Proposes policies for division operations.

Coordinates collection and preparation of operating reports such as attendance records, terminations, new hires, transfers, budget expenditures and performance data. Analyzes data and makes recommendations based on analysis.

Interprets operating policies. Reviews and answers correspondence.

Coordinates and prepares annual and operational reports. Manages personnel including supervising subordinates, interviewing applicants, hiring, disciplinary measures, performance evaluations.

Coordinates with Personnel Division on filling vacancies, advertising, and subsequent testing procedures. Responsible for new employee orientation and training sessions.

Initiates projects and works independent of close supervision.

Analyzes unit operating practices such as record keeping systems, overtime usage, forms control, personnel and budgetary requirements to create new systems or revise established procedures.

Prepares reports including conclusions and recommendations for solutions of administrative problems.

Represents division or activity head at meetings of civic organizations or County staff meetings.

Performs related work as required.

(Administrative Coordinator II continued)

KNOWLEDGE, ABILITIES AND SKILLS

All knowledge, abilities and skills required at the "I" level. Knowledge of principles of management.

Knowledge of program and line item budgetary procedures. Knowledge of internal and office systems analysis. Knowledge of effective supervisory practices and procedures. Knowledge of office and performance analysis. Knowledge of principles of personnel management. Knowledge of division policies and procedures.

Ability to conduct research and prepare reports based on findings. Ability to maintain effective working relationships within the Department and with the public. Ability to communicate effectively both orally and in writing. Ability to interpret policies and procedures. Ability to analyze operations and recommend procedures to improve performance. Ability to make sound management decisions based on available information. Ability to coordinate various activities within an agency to improve performance standards and operations. Ability to study systems and make recommendations to improve or revise current systems. Ability to represent division in absence of the director.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Public Administration, Political Science, Social Services, or related field, and two (2) years administrative experience or equivalent experience.

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