

ADMINISTRATIVE SUPPORT COORDINATOR

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Varies

REPORTS TO: Varies

CLASS SUMMARY

Reporting to a department director, this position provides and coordinates administrative support and participates in some of the personnel processes for the department.

DISTINGUISHING CHARACTERISTICS

The Administrative Support Coordinator is a stand-alone classification which is distinguished from other classifications by its responsibility of providing and coordinating administrative support to the director.

TYPICAL CLASS ESSENTIAL DUTIES

- Coordinates work and serves as lead to staff to include assigning, monitoring, and scheduling work and providing direction.
- Provides administrative support to the Director to include taking minutes at meetings; assembling and analyzing reports; and, maintain functional organizational chart.
- Fields questions from staff and managers regarding various personnel issues to include: performance appraisals; policies and procedures; and, benefits. Also, acts as personnel representative at meetings.
- Reviews all performance appraisals before submission to the Director.
- Screens applicants, forwards applications to appropriate manager for interviews, initiates hiring process, and conducts orientation for new hires.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Social Services:

- Supervises administrative support specialist to include monitoring reports, coordinating coverage, and performing other typical supervisory duties.
- Provides administrative support to DSS Board to include preparing necessary materials, taking and distributing minutes, and administering oaths.

Tax Department:

- Assists with budget preparation to include preparing revenue and expense reports, processing invoices, drafting budget amendments and performing reconcilements of various systems.
- Serves as back-up to staff in other sections.
- Maintains and order equipment and supplies.

KNOWLEDGE AND SKILLS

Knowledge of:

- County and State government;
- Applicable services, rules, and regulations pertaining to assigned department;
- Applicable computer software.

Skill in:

- Administrative/office management;
- Conducting research;
- Interpreting and applying policy;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ADMINISTRATIVE SUPPORT COORDINATOR

TRAINING AND EXPERIENCE

Associates Degree in Business Administration or related field and four years of related administrative experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATION

None

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

May be subjected to travel.

GENERAL INFORMATION

FLSA Status: Non-exempt

Class Spec Established/Revised: E6/00; R7/02; R2/03