



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Administrative Coordinator</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Deputy Director</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>03/2017</u>
DEPARTMENT: <u>Boone County Joint Communications</u>	JOB CODE: <u>600</u>	

SUMMARY:

With general supervision, provides secretarial and administrative support for the department, including customer service, accounting, human resources, and record keeping for the department, while maintaining confidentiality. Provides administrative support to the Director, Managers, and BCJC personnel.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Answers phones, responds to inquiries/calls, answers secured door, provides customer/citizen assistance, opens and distributes mail; schedules meetings and takes minutes; prepares correspondence.

Purchases office supplies; processes invoices/payments; maintains files; coordinates office equipment maintenance; prepares purchase requisitions/purchase orders. Coordinates travel arrangements.

Collects timesheets, prepares payroll requisition and distributes paychecks; assists coordination and contact of candidates during the hiring process by scheduling tests and interviews and coordinating with County HR. Works with the department Records Specialist in a support role.

Assists the Budget Administrator with recordkeeping and budget analyses. Works closely with the Budget Administrator for cross-training as necessary.

Performs all other duties as assigned.

KNOWLEDGE & SKILLS

1. Basic knowledge of standard office practices, record keeping, office equipment, and computer software.
2. Basic knowledge of County departments and operations.
3. Basic knowledge of Boone County policies and procedures.
- 4.. Basic knowledge of staffing and scheduling procedures.
5. Basic knowledge of PSAP Organization as it relates to other public safety agencies.
6. Basic knowledge of Department standards and requirements.
7. Skill in organizing, scheduling, and reviewing work.
8. Skill in the use of a personal computer.
9. Skill in establishing and maintaining cooperative working relations with other Boone County employees and the public.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the phone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs and transporting distances up to 50 yards. OCCASSIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets, and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

QUALIFICATIONS:

High school diploma or equivalent and two to three years secretarial/office management experience; familiarity with computer software programs. Must possess a clear criminal history.

NOTE: A criminal background check including a national fingerprint check through law enforcement agencies and a drug test will be conducted on all successful applicants prior to their being appointed to this position.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.