



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Administrative Coordinator</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Director, Community Services</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>03/2017</u>
<b>DEPARTMENT:</b> <u>Community Services</u>	<b>JOB CODE:</b> <u>600</u>	

### **SUMMARY:**

Under general supervision, the Administrative Coordinator provides administrative support for the Community Services department, including customer service, accounting, purchasing, payroll and record keeping for Community Services.

### **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.*

Provides administrative support for the Community Services department; answers phones and responds to inquiries as appropriate; provides customer assistance; schedules meetings; prepares correspondence and reports; maintains files.

Purchases supplies and services; maintains inventory records; prepares and routes work orders; follows up to ensure timely completion of work; maintains annual bids; assists in preparation of bids, and bids from vendors.

Attends meetings and records information; takes minutes; distributes minutes to participants; follows up to provide information and coordinate further action; maintains communication throughout the department.

Performs accounting duties related to department budget; processes payroll, purchase orders, payment requisitions and timecards; balances budget statements; processes budget revisions, amendments, and journal entries; processes pay requisitions, cell phone bills, p-card statements, and collects reimbursements.

In cooperation with Administrative Authority, generates reports, evaluates and analyzes data, and develops various documents providing Commissioners and general public with department activity; generates reports for Administrative Authority identifying statutorily eligible services; monitors and assures contract compliance for grant related activity.

**KNOWLEDGE AND SKILL:**

1. Knowledge of Boone County departments and operations
2. Knowledge of Boone County purchasing guidelines
3. Advanced ability to organize, schedule and review work
4. Advanced knowledge of grammar, punctuation, and spelling; skilled in communicating effectively, both orally and in writing
5. Ability to learn and apply policies, procedures, documents and terminology affecting assigned functions
6. Ability to work independently and follow instructions
7. Ability to maintain a high level of accuracy and attention to detail
8. 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 telephone.

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. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

**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.

**MINIMUM QUALIFICATIONS:**

High school diploma or GED and three years clerical and bookkeeping/financial experience; ability to type 50 wpm.

*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.*