



## BOONE COUNTY JOB DESCRIPTION

**JOB TITLE:** Administrative Coordinator      **NEW:**       **REVISED:**    
(Please check one)

**REPORTS TO:** Office Administrator      **FLSA:** Non-Exempt      **DATE:** 01/2016

**DEPARTMENT:** Road & Bridge      **JOB CODE:** 600

**SUMMARY:**

With general supervision, provides administrative support for Public Works department, including customer service, accounting, purchasing, payroll, and record keeping. Ensures compliance with transparency legislation and provides information to the public. Position requires highly responsible individual with high level of attention to detail and ability to employ discretion and independent judgment.

**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 department; answers phones and responds to inquiries as appropriate; greets guests; provides customer assistance; schedules meetings, appointments and schedules; prepares correspondence and reports; maintains files; handles confidential personnel records.

Performs accounting duties related to department budget; processes payroll, purchase orders, payment requisitions and timecards; processes journal entries and reimbursements. Maintains employee files, processes new employee paperwork; processes all employee status changes; tracks employee vacation and sick time; keeps records and enters new salary information.

Purchases supplies and services; maintains inventory records; maintains annual bids; assists in preparation of bids and bids from vendors. Prepares reports for asphalt pricing, rock hauling rates, Cart Rock Program and water meter readings; maintains inventory of wash tokens for County Vehicle use.

Conforms to all safety rules and uses safety equipment properly; dispenses and tracks safety equipment for Public Works crew; provides information to the public and staff related to department policies and regulatory guidelines.

Performs other duties as assigned

**KNOWLEDGE AND SKILL:**

1. Knowledge of standard office practices, record keeping, and office equipment
2. Knowledge of community resources and organizations
3. Knowledge of Microsoft Office suite, AS400, and TrueTime software
4. Ability to interpret agreements related to union regulations
5. Ability to communicate complex ideas orally and in writing with internal staff and with the public
6. Advanced knowledge of Boone County policies and procedures

**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 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.*