



## 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>Deputy Director</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>05/2022</u>
<b>DEPARTMENT:</b> <u>Boone County Joint Communications</u>	<b>JOB CODE:</b> <u>600</u>	

**SUMMARY:**

With general supervision, provides secretarial and administrative support for the department, including customer service, accounts payable, human resources liaison, and record keeping. 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 main administration phone line, responds to inquiries (by phone and email), provides customer/citizen assistance, collects and distributes mail; takes minutes for quarterly Advisory Board meetings; prepares correspondence; updates bulletin boards.

Purchases office supplies including headset equipment; processes invoices/payments; maintains electronic and paper files; coordinates office equipment maintenance and headset repairs. Coordinates travel arrangements.

Assists with bi-weekly payroll processing and distributes paychecks; assists with coordinating and contacting candidates during the hiring process by scheduling tests, sit-alongs, and interviews while coordinating with County HR. Maintains internal employee records and the inventory/distribution of uniform apparel. Maintains strict confidentiality of operations and records. Works with the department Records Specialist in a support role as needed.

Assists the Budget Administrator with recordkeeping. 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 printer/scanner/fax machine, hand-held recording devices, filing cabinets. This position is routinely in contact with the public – including job applicants, other Boone County employees, elected officials, and members of other entities.

**QUALIFICATIONS:**

High school diploma or equivalent and two to three years administrative support/office management experience or equivalent; familiarity with computer software and web-based 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.*