



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Administrative Coordinator</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Office Administrator</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>07/2024</u>
DEPARTMENT: <u>Road & Bridge</u>	JOB CODE: <u>600</u>	

SUMMARY:

With general supervision, provides administrative support for the Road & Bridge department, including customer service, accounting, purchasing, payroll, and record keeping. Ensures compliance with transparency legislation and provides information to the public.

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.*

Performs accounting duties related to department budget; assists with the development of yearly work plans; assists with the development of the departmental annual report; tracks cost for FEMA events; and maintains the cost accounting system.

Processes purchase orders, payment requisitions, leave sheets, journal entries, and reimbursements.

Processes new employee paperwork; processes employee status changes; tracks employee vacation and sick time; and assists with employee file maintenance.

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; and maintains inventory of wash tokens for County vehicle use.

Initiates and maintains work orders; reports status of work orders to superintendents and director; assists with staff training on the work order system; and prepares annual work orders for yearly work plans.

Coordinates the purchase of safety equipment.

Assists with updates to the departmental webpage and social media posts; assists with issuing press releases for upcoming projects. Provides information to the public and staff related to departmental 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 timekeeping 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 and a minimum of two years of clerical/bookkeeping experience. Ability to type 35 wpm and proficiency in Microsoft Word and Excel. Prefer proficiency with Publisher and Adobe. Must have excellent customer service skills with the ability to handle multiple tasks and work cooperatively with other staff to provide office coverage and meet workflow priorities. Business writing skills and map reading skills a plus.

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.