



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>Director, Emergency Management</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>4/26</u>
DEPARTMENT: <u>Emergency Management</u>	JOB CODE: 600	

SUMMARY:

With general supervision, provides administrative support for department, including customer service, accounting, purchasing, 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, sorts mails, and responds to inquiries as appropriate; provides customer assistance; schedules meetings and appointments for Emergency Management personnel; prepares correspondence and reports; take minutes at meetings.

Maintains files both electronically and physically in accordance with local, state, and federal guidelines. Develops the office filing system necessary to utilize recall or provide documentation to others regarding the items of action taking place in the Emergency Services Department.

Performs research and data analysis as requested by Emergency Management personnel. Researches and provides reference information related to technical studies in homeland security and/or disaster and emergency planning and recovery services. Researches and provides reference information related to homeland security and/or emergency services grant availability.

Assists in the preparation of reports, documents, or other technical materials. Assists in the preparation of educational materials, including PowerPoint. Proofreads and edits documents of Emergency Management personnel.

Performs accounting duties related to department budget; prepares purchase orders and payment requisitions; balances budget statements; processes budget revisions, amendments, and journal entries; processes reimbursement requests.

Attends required FEMA/Homeland Security classroom training including all EMPG courses (IS100, 120.a, 200, 230.d, 235.b, 240.b, 241.b, 242.b, 244.b, 700, 800). Register, take, and successfully complete computer based FEMA training.

May provide administrative support in responding to local disasters and emergencies, performing duties as assigned during an emergency in which the Department of Emergency Management is involved, including working in the Emergency Operations Center during activations.

Assists with administrative tasks related to office operations, plan development, exercise support, and disaster response. Provides information to staff and the public on policies regarding homeland security initiative and/or emergency service operations. Assists in administrating scheduled training by class room set up and logistical support.

Purchases supplies and services; maintains annual contracts; assists in preparation of bids from vendors.

Meets and directs the general public, business representatives, elective officials, and others as they visit the Emergency Management Department.

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 principles, methods and practices involved in presenting information through public news media or other publications
4. Advanced knowledge of Microsoft Word, Microsoft Excel and Adobe Professional software
5. Ability to compose and produce a variety of informational materials for release to media or publications
6. Ability to communicate complex ideas orally and in writing.
7. Advanced knowledge of Boone County policies and procedures
8. Ability to interpret and abide by Sunshine Law regulations
9. Ability to work with social media (Facebook)
10. Advanced skill in establishing and maintaining cooperative working relations with other Boone County employees and the public

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, 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, and State employees, elected officials and members of other entities. Due to the subject matter of the position, the employee may be subject to stressful situations.

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.

MINIMUM QUALIFICATIONS:

High School Diploma or GED; two years clerical experience; two years financial experience; ability to type 50 wpm.

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.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)