



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Administrative Coordinator</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Administrative Authority</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>01/16</u>
<b>DEPARTMENT:</b> <u>Various</u>	<b>JOB CODE:</b> 600	

### DEFINITIONS:

With general supervision, provides secretarial and administrative support for the IT Department department, including customer service, accounting, purchasing, human resources and record keeping for the Department.

**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; provides customer assistance; schedules meetings, appointments and schedules; prepares correspondence and reports; maintains files.

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; approves pay requisitions; processes cell phone bills and collects reimbursements; tracks fuel card usage.

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

Maintains employee files, processes new employees; processes all status changes; acts as a liaison between the department and the Auditor's Office, the Clerk's Office and Human Resources; tracks employee vacation and sick time; records skills based training; keeps records and enters new salary information and training to training center; processes all status changes due to skills completed.

**KNOWLEDGE AND SKILL:**

1. Good knowledge of standard office practices, record keeping, office equipment and computer software.
2. Good knowledge of County departments and operations.
3. Good knowledge of Boone County policies and procedures.
4. Good knowledge of Boone County purchasing guidelines.
5. Skill in organizing, scheduling and reviewing work.
6. Skill in the use of a personal computer.
7. Skill in establishing and maintaining cooperative working relations with other Boone County employees and the public.

**PHYSICAL DEMANDS:**

The majority of the 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 above shoulders and transporting distances up to 50 yards. OCCASSIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing up to 50 lbs. 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 secretarial/office management experience; ability to type 50 wpm.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)