



## 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>County Commissioners</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>4/26</u>
<b>DEPARTMENT:</b> <u>Commission</u>	<b>JOB CODE:</b> 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 and responds to inquiries as appropriate; provides customer assistance; schedules meetings and appointments for Commissioners; prepares correspondence and reports; maintains files.

Performs research and data analysis as requested by Commissioners. Responsible for creation of documents, often for public consumption, including e-mails, letters, press releases and proclamations. Proofreads and edits documents of Commissioners and administrative support staff.

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. Prepares annual budget for Commission, County Commission Dues and Centralia departments.

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

Co-chairs Wellness Committee, participates in organizing United Way Campaign, and responsible for organizing or participating in ad hoc committees as directed. Responsible for County special event planning and Courthouse Plaza reservations and events.

Maintains County Commission website and calendars; ensures meetings and correspondence abide by Sunshine Law requirements.

Maintains Government Center security system and issues keycards as appropriate.

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. Ability to compose and produce a variety of informational materials for release to media or publications
4. Advanced knowledge of Microsoft Word, Microsoft Excel and Adobe Professional software
5. Advanced knowledge of County staff and operations
6. Ability to communicate complex ideas orally and in writing.
7. Knowledge of principles, methods and practices involved in presenting information through public news media or other publications
8. Advanced knowledge of Boone County policies and procedures
9. Ability to interpret and abide by Sunshine Law regulations
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:**

Bachelor’s Degree in Business, Writing, or related degree; two years clerical experience; two years financial 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.*

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)