



JOB DESCRIPTION

TITLE: Administrative Coordinator
STATUS: Non-Union/FLSA Non-Exempt
GRADE: 13

JOB SUMMARY:

Responsible for administrative and analytical work in the design and implementation of policy development, special studies and projects, contract and project management, and providing assistance to District programs. The incumbent in this position is also the Records Manager for the District.

REPORTING RELATIONSHIPS:

Reports to the Finance Director. Work is generally self-directed, but some work may be assigned by the IT Manager. This position does not supervise others.

ESSENTIAL DUTIES include but are not limited to the following:

- Plans for and organizes operational, administrative or management projects; identifies problems, determines analytical techniques and informational gathering processes and obtains required information;
- Oversees implementation and update of programs, procedures, and standard operating guidelines, including records management, District-wide purchasing policy/manual;
- Reviews, analyzes, and evaluates various issues; determines methods and procedures to be followed; develops and recommends programs and appropriate revisions based on analyses;
- Oversees and coordinates the maintenance, retrieval, protection, retention, and destruction of all public records in accordance with all laws, regulations, rules, and policies as the District's Records Manager;
- Receives and responds to public records requests in coordination with Public Information Officer (PIO);
- Maintains and updates the District-wide purchasing policy/manual;
- Manages insurance claims and incident reports including acting as liaison to claimants and the risk management pool;
- Manages and oversees contractual services for systems as assigned. Identifies scope of services for contracts; monitors contracts for compliance; reviews invoices and evaluates contractor performance; recommends termination or closes contracts as necessary or appropriate;
- Serves as administrative support to the District's IT team;
- Issues employee identification (ID) cards for new employees or to replace lost ID cards;
- Modifies the schedule of gate and door access to support business rules established by the District;
- Coordinates with IT and Facilities teams to plan logistics for medium to large sized meetings, that can include non-employees and guests;
- May produce and maintain contracts/agreements and monitor compliance with applicable terms and provisions;
- Assists with preparation of the annual budget for the Administrative, Technology, and Finance Department;
- Provides identified back up support to the Executive Assistant position;

Administrative Coordinator

- Assists with reports and presentations to the Board of Commissioners as requested and attends board meetings as needed or required; and
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities:

- Principles of record keeping, records retention, records management, and file maintenance;
- Related public record laws and regulations;
- Principles of contract administration and asset management;
- Principles of project management, data analysis and evaluation;
- Principles of Risk Management including the insurance claims process;
- Procurement laws and regulations;
- Thorough knowledge of office practices, methods, and procedures;
- Computerized maintenance management systems and security systems;
- Computers, applicable software applications and database programs.
- Establishing and maintaining effective interpersonal relationships with all organizational levels, District customers, and the public;
- Creating and maintaining computerized filing and inventory systems;
- Performing analytical work of a highly responsible nature;
- Gathering, assembling, and analyzing data;
- Preparing clear and concise analytical reports;
- Effectively presenting program/project issues to a variety of audiences;
- Working independently, and as a member of a team, and making appropriate decisions regarding work methods and priorities;
- Communication, both written and oral, and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Experience/Education:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be five years of progressively responsible administrative support experience and an Associate's degree in a related field. Bachelor's degree in related field and experience managing public records and insurance claims is desired.

WORKING CONDITIONS:

Duties are typically performed in an office environment.

PHYSICAL REQUIREMENTS:

This position typically requires balancing, reaching, walking, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

Medium Physical Exertion Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force consistently to move or lift objects.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Approved: May 21, 2007
 Revised with New Job Title: February 7, 2011 (former job title: Administrative Support Specialist)

Administrative Coordinator

Job Description Updated: May 16, 2016
Job Description Updated: October 10, 2023 (former job title: Administrative Service
Coordinator)
Salary Grade Approved: November 27, 2023