

ADMINISTRATIVE COORDINATOR

Definition

Under direction, to assist with department management activities, and to provide analysis, technical assistance and administrative guidance on matters affecting operating departments.

Distinguishing Characteristics

Positions in this classification report to a department manager, and function as a specialist in a program or service that is applicable County-wide, or limited to a specific operating department. Incumbents exercise budgetary authority and personnel management responsibility. Administrative Coordinators typically function as staff positions but may be required to supervise support staff. This classification is distinguished from supervisory classifications in the office services and fiscal support series by the requirement for complex research, analysis and writing.

Essential Functions

- Plans and conducts technical administrative studies and analyses, which includes researching, collecting, tabulating and evaluating information.
- Assists department management in developing and implementing the goals and objectives of the assigned unit or section. Promotes interest in assigned area of expertise; provides information, training, assistance and guidance to operating departments as required.
- Assists with departmental budget planning, development and monitoring; prepares budget workup and monitoring required for grants; prepares routine cost/benefit analyses; coordinates activities required for audits.
- Assists department management with contract negotiations; coordinates contract administrative duties with legal representatives, insurance agents and/or contract principals.
- Reviews legislation affecting departmental operations; ensures that departmental policies and procedures for compliance adhere to applicable laws and regulations; develops or revises policies and procedures, for approval by department management.
- Acts internally as liaison between department management and staff, and externally between department management and representatives from other County departments, governmental agencies and public entities.
- Writes complex reports, proposals, position papers, correspondence and other documents.
- Uses computers and other automated office equipment daily for financial and

statistical analysis, data base development and the performance of related job duties.

Other Duties

- Plans, directs, controls and evaluates the work of subordinate staff; coordinates and/or provides training to subordinates; prepares performance appraisals; provides documentation and makes recommendations regarding disciplinary matters.
- Coordinates the daily usage and maintenance of vehicles and equipment; maintains an adequate stock of forms and supplies.
- Defines purchasing requirements, researches prices and availability, and makes recommendations for purchases.
- Plans, organizes, facilitates and/or participates in meetings and conferences.
- Makes presentations; leads small group discussions.
- Investigates and responds to complaints about departmental operations.
- Acts as departmental liaison with the media.
- Represents department management at meetings and conferences.
- Performs other related duties as assigned.

Employment Standards

Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration or a closely related field; **AND** one year of responsible experience in administrative and/or budgetary analysis, accounting, personnel and/or business office management; or an equivalent combination of training and experience sufficient to obtain the knowledge and skill to successfully perform the essential functions of the job.

Dependent upon assignment, applicants may be required to pass an extensive background investigation and be fingerprinted. Disqualification for felony, misdemeanor, and traffic offenses will be assessed on a case-by-case basis.

A valid California Class "C" Driver's License is required at the time of appointment.

Knowledge of: Applicable specialized subject matter; County government structure and administrative procedures; basic accounting, budgeting and statistical principles; basic supervisory practices and procedures; appropriate business language and report-writing methods; automated office equipment and state-of-the-art software programs.

Ability to: Analyze administrative policies and procedures and make appropriate recommendations; coordinate multiple activities; use automated systems to obtain and evaluate data; use automated office equipment and state-of-the-art software programs; obtain, analyze, evaluate and draw logical conclusions from relevant data; read, understand and apply legislation, regulations and other instructions; communicate effectively verbally and in writing; develop and maintain effective working relationships; lead group discussions; make effective presentations; prepare appropriate business documents including comprehensive narrative reports and financial and statistical data; work independently; and maintain confidential information.

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