



Administrative Coordinator

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
349	Non-Exempt	5 - Paraprofessional	AFSCME	4	02/11/1998	1029	1 of 1

DEFINITION: Under direction of a department head, using considerable to significant skills for this series, provides responsible paraprofessional administrative and technical support to assigned department; and perform other related duties as assigned. May exercise direct or functional supervision over assigned lower-level clerical support personnel. Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS: The Administrative Coordinator classification differs from other classes in the series by its concentration in providing technical and paraprofessional level administrative support for an assigned department, with clerical office work making up a minor portion of the workload.

EXAMPLES OF DUTIES/FUNCTIONS: Duties and functions may include, but are not limited to, the following: Provide administrative and technical support related to an occupational specialty or function for an assigned department of the District such as public information, training and education, maintenance, treasury, etc.; recommend and assist in the implementation of departmental goals, objectives, strategies and work plans; establish schedules and methods for monitoring administrative activities; implement departmental policies and procedures; evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities; participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures; may maintain department petty cash account; perform various routines to support cash handling systems and the daily reporting of collections and disbursements including revenue bin resets at District operation divisions; print checks and maintain check printing system for both payroll and accounts payable applications; assist with ordering, vaulting, and security of viable check stock and all fare revenue instruments; audit and reconcile vendor payments and fare media sales and returns; prepare purchase requisitions; order supplies and materials; maintain files and records; plan, organize and coordinate the inflow and outflow of personnel through the department or assigned programs and projects; ensure that records pertaining to departmental or District activities are properly maintained; may manage the utilization of departmental facilities and conference/training rooms and coordinate calendar of availability; prepare personnel requisitions and track progress in filling departmental vacancies; may prepare and/or coordinate reports, board presentations, community outreach presentations, public or employee meetings, press releases, legal and display advertisements, promotional material, statistical reports, and other complex documents; proofread for accuracy, correct form, content and proper English usage; answer questions and provide information to the public, employees, and retirees; attend a variety of meetings throughout the District during the day and evening; investigate complaints and recommend corrective action as necessary to resolve complaints; build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

MINIMUM QUALIFICATIONS:

Knowledge Of: Methods, techniques and procedures used in the planning, development and delivery of an administrative program; principles and practices for implementing and directing administrative activities, department budget development and monitoring; pertinent District, departmental, local, State, and Federal laws, rules, regulations, policies and procedures; English usage, spelling, grammar and punctuation; modern office practices, procedures and equipment such as typewriters and computers; typical modern office computer software programs such as word processing, spreadsheets, presentation programs and databases; report and presentation writing; principles and practices of record keeping, assigning and reviewing the work of others, administrative organization and management; business mathematics and simple statistics.

Ability To: Independently perform assigned administrative duties with speed and accuracy; communicate effectively both orally and in writing in an office environment; organize, implement and direct administrative activities; know and understand all aspects of the assigned department or program; analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem-solve operational and technical policy and procedures; interpret and explain pertinent District policies and procedures; assist in the development and monitoring of an assigned program budget; develop and recommend policies and procedures related to assigned operations; develop and recommend goals and objectives in support of department mission; effectively operate modern office equipment including computers and related software; type accurately on a keyboard sufficient to complete work in a timely and efficient manner; analyze situations quickly and objectively and to determine proper course of action; establish and maintain effective working relationships with those contacted in the course of work.

Education/Training: Equivalent to the completion of an Associate degree from an accredited college with major course work in business, organizational development, public administration or a related field.

Experience: Equivalent to at least six (6) years of progressively responsible full-time clerical and/or administrative work experience in office administration.

License/Certification: Some positions may require the possession and maintenance of a valid Class C California Driver's License.