



ADMINISTRATIVE SERVICES COORDINATOR

DEPARTMENT: Community Services/Colonial Community Corrections (CCC)

DEFINITION OF WORK:

Performs complex secretarial, administrative, clerical, and fiscal work primarily for the Program Administrator.

Work involves the exercise of initiative, sound judgement, and discretion in the performance of duties. Assignments are in the form of general outline or desired results, with methods and routines expected to be developed and implemented as appropriate. Work is performed under limited managerial direction and is reviewed through conferences, reports, and analyses of results obtained.

Work is performed under the general supervision of the Program Administrator.

ESSENTIAL FUNCTIONS OF THE JOB:

Monitors revenues and expenditures throughout the fiscal year for compliance with budget projections. Maintains records of budget expenditures; prepares budget documentation in accordance with prescribed procedures; completes budget transfers as directed; assists with departmental annual budget preparation. Reviews revenue reports from Accounting, compares to Treasurer's Report and in-house records.

Prepares and maintains complex financial or related records; examines and compares data for verification or discrepancies; reconciles errors and ensures accuracy and consistency of data processed; work involves entering accounting data into computer, performing complex calculations, and reconciling reports.

Maintains complex Federal and State financial reports and requests for payment, requiring knowledge of each program's requirements; prepares State financial reports for verification; enters fiscal data into the State computer system and generates reports processed by the system; prepares necessary budget amendment requests State program grantor, the Department of Criminal Justice Services.

Assists Program Administrator in the calculations, preparation, and submission of numerous grant applications for which the department applies on a continuing basis (State, Federal and local); prepares all necessary accounting work related to various grant programs.

Prepares invoices and other fiscal items for payment; reviews for accurate and correct data; categorizes expenditures properly and accurately; forwards to Program Administrator for approval.

Performs monthly reconciliation of staff members' purchasing card transactions; applies correct account codes to transactions; prepares statements for employee signature and program administration approval.

Prepares regular financial reports and statements; verifies financial data.

Receives money orders and checks; maintains database and receipting for all fees collected from clients for various programs and services provided by CCC. Prepares deposits, verifies totals, researches account codes and submits to the Treasurer's Office. Receives and records private donations, local grant funds, and locality checks.

Oversees office equipment problems for copiers, fax machines, printers, telephones, and other office equipment.

Assures that the network and its applications are available to users; resolves user problems as required; responds to a variety of inquiries related to LAN operation; takes corrective action as necessary to include analyzing problems and/or coordinating repairs with local technology provider. Uses problem-solving techniques to resolve problems with computer hardware and software; determines the most appropriate action to resolve the problem.

Applies knowledge of microcomputer and advanced software applications.

Responsible for control, storage, and purging of documents in accordance with applicable laws and regulations as established by Records Management and the State Library of Virginia.

Replies in person, by telephone, or by correspondence to inquiries from visitors and callers; ascertains nature of the inquiry and provides information on departmental policies and procedures, programs or services provided. May refer more difficult inquiries to the appropriate person.

Assists in scheduling meetings and training sessions, including coordination arrangements for the room, refreshments or meals, preparing handout materials, and procuring audiovisual equipment or any other equipment as needed.

Makes travel arrangements. Prepares travel authorizations and vouchers.

Prepares purchase requisitions for furniture and equipment; places online and telephone orders for office and other supplies.

Prepares and maintains computerized inventory of all fixed assets for department.

Oversees the maintenance of Leave Records for all staff to include proper distribution, retrieval, review by program administration, correction, and delivery to payroll by deadlines.

Provides the Department of Criminal Justice Services with staff updates for statewide training purposes.

Maintains an up-to-date master copy of Colonial Community Corrections' Policies and Procedures Manual; updates when necessary.

Attends Colonial Community Criminal Justice Board and staff meetings, taking and transcribing minutes of the proceedings. Requires attendance at regularly scheduled evening meetings. Keeps official records and reports. Maintains Board appointment list and contact information, files and correspondence. Assists Criminal Justice Planner with preparation for meetings; collaborates with Planner on projects and reports.

Prepares correspondence and form letters for Program Administrator's signature and sends same.

Provides backup for clerical staff; answers telephone, as required, and provides general information; greets public; receives and distributes mail; schedules intake appointments; maintains client database and prepares files for weekly case assignment.

Works after normal work hours as necessary for special projects and other duties in support of program administration.

Performs job safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports and unsafe work condition or practice to supervisor.

Performs other duties as required.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

Operates County vehicle to County facilities and other locations to deliver or pick up information and supplies, and to attend various meetings and training sessions.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office environment. Operates desktop and notebook computers, calculator, telephone, typewriter, fax machine, copy machine, and network server.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of standard office practices and procedures, equipment, and its application to the area of assignment. Thorough knowledge of department operations and organization.

Considerable knowledge of County and department policies, procedures, rules and regulations.

Knowledge of accounting terminology and methods.

Considerable knowledge of routine accounting principles and practices.

Knowledge of procurement process and practices.

Ability to operate general office equipment; considerable knowledge of microcomputers and skill in their use including spreadsheets, word processing, and database management as required to accomplish the work assigned.

Ability to analyze and diagnose routine computer operations problems such as those encountered in the operation of the Local Area Network.

Thorough knowledge of software applications to include Microsoft Office products (Word, Excel, Access, PowerPoint, Outlook) and the ability to quickly learn other software and use them in conducting work. Considerable knowledge of data entry and computer operations and of automated recordkeeping.

Ability to exercise mature independent judgement and make independent decisions in accordance with established policies, procedures, and guidelines.

Ability to work effectively under pressure and within required time frames; ability to manage processes and multiple priorities. Ability to remain flexible when priorities shift.

Ability to perform office management details with minimal supervision. Ability to prioritize, organize, and perform work independently. Ability to organize diverse activities that maximize the use of available resources and time management.

Ability to adjust to new and/or modified instructions and to accommodate varying situations on a continual basis. Ability to monitor the daily developments and progress of work performed and to modify or initiate corrective action, as appropriate.

Ability to identify problems and issues and to respond accordingly within defined areas of responsibility and authority.

Ability to establish and maintain effective working relationships with other employees, various County department officials and personnel, vendors, statewide agencies and programs, and the public.

Ability to maintain complex records, to assemble, organize, and analyze data and to prepare statements and reports from such records.

Ability to deal with public relations problems courteously and tactfully.

Ability to type accurately at a reasonable rate of speed and ability to compose and prepare correspondence as well as express oneself clearly and concisely on complex subjects. Ability to write clearly and concisely; considerable knowledge of correct grammar, spelling, and punctuation. Ability to prepare documents and proofread materials for completeness and accuracy.

Ability to take and transcribe minutes of meetings accurately at a reasonable rate of speed.

Ability to maintain budget accounts and to perform mathematical computations with speed and accuracy. Ability to perform complex calculations.

Ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent, supplemented by college level courses in automated bookkeeping and accounting, and considerable knowledge in automated accounting; course work in secretarial science and considerable experience in responsible secretarial work; or any equivalent combination of accepted education and experience providing the knowledge, abilities, and skills cited above. Excellent organizational, analytical thinking, and interpersonal skills required.

Date: May 2006

AdminSrvCoord.605_092_02

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Administrative Services Coordinator
Department: Community Services

Position Number: 605
Division: Colonial Community Corrections

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others _____
- _____
- Not essential to job function

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift									
Push/Pull									
Hold/Carry									

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|---|---|---|
| <input type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand		✓						✓	
Sit			✓					✓	
Walk									
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and/or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)
- Not essential to job function

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			

Date: May 2006
AdminSrvCoord.605_092_02