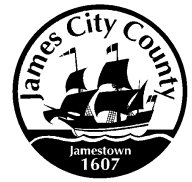


**Title:** Administrative Services Coordinator/**No.:** 605



**Department/Division:** County Administration

**Supervised by:** County Administrator

**Nature of work:**

- Performs responsible, confidential, administrative support work for the County Administrator, Assistant County Administrator, and the Communications Division.

**Primary duties:**

- Provides administrative assistance to the County Administrator to include conducting research, compiling data, and preparing reports and presentations; advising others of the County Administrator's views on policies or issues, using judgment and discretion; reading and analyzing incoming memos, emails, reports, and phone calls to determine their significance and to address personally through drafting responses, or to distribute to County Administrator or other appropriate individuals for action; tracking citizen requests; establishing and maintaining highly confidential files and records; managing the County Administrator's calendar, meetings, and budget; and other duties as assigned.
- Provides administrative support to Communications Division including assisting with writing, editing and distributing news releases and other publications; supporting emergency public information efforts; and assisting with programming County access channel.
- Provides administrative support to the Assistant County Administrator including helping with the preparation for twice-monthly Board of Supervisors Meetings and substituting for the Secretary to the Board as needed.
- Provides general support work for County Administration and Communications, which may include monitoring budgets, reconciling purchasing card expenditures, performing research and writing reports.
- Represents County Administrator at meetings and events.

**Job Preparation Needed:**

- Knowledge of County Departments and operations.
- Demonstrated ability to maintain confidentiality.
- Demonstrated ability to courteously and effectively work with staff and public.
- Demonstrated skill in communicating information and ideas in writing so others will understand.
- Demonstrated ability to prioritize, organize, and perform work independently.
- Demonstrated working knowledge of Microsoft Word, Excel, Power Point and Outlook; and using the Internet for research.
- Requires high school diploma or equivalent, including or supplemented by related college or business school courses; and considerable experience in administrative support work; or, any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.

**Introductory period:** 6 months

**Job location and conditions:**

- Work is performed primarily in an office setting at James City County Government Center.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.
- May be required to report to work during emergency conditions.

## **General Aptitudes and Physical Requirements:**

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

### **I. Mental Abilities:**

- Must have ability to reason and make judgments, to understand and follow oral instructions, to understand and follow written instructions, to give instructions, and to make decisions in accordance with established procedures and policies.

### **II. Verbal Abilities:**

- Speaking/Talking: Must have ability to answer telephone, radio or switchboard; communicate with County officials, communicate with general public, communicate with vendors, communicate with supervisors and/or with other employees.
- Hearing/Listening: Must have ability to communicate with County officials, public, vendors, supervisors and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

### **III. Numerical:**

- Must have ability to mentally perform accurate two digit calculations; ability to perform accurate calculations aided by a calculator, adding machine or measurement device.

### **IV. Spatial Abilities:**

- Not essential function.

### **V. Manual Dexterity:**

- Must have ability to use telephone, use calculator, use copy machines, use fax machine, and manipulate computer keyboard and mouse.

### **VI. Finger Dexterity:**

- Not essential function.

### **VII. Physical Demands:**

- Strength: Must have ability to occasionally lift, push/pull, hold/carry 10-15 lbs. from ground to waist and at waist level.
- Climbing: Not essential function.
- Standing, sitting, walking, and running: Must have ability to continuously (7-9 hours/day) sit. \*Standing, walking, and running are not considered essential to the job function.
- Stooping, kneeling, crouching, and/or crawling: Not essential function.
- Reaching, handling, fingering, and/or feeling: Not essential function.
- Seeing: Must have ability to focus, and peripheral vision.

### **VIII. Driving:**

- Not essential function.

October 2010

AdminSrvCoord605\_012