



ADMINISTRATIVE SERVICES COORDINATOR

DEPARTMENT: General Services

NATURE OF WORK:

Performs difficult administrative/technical support work for the staff of General Services. Work is performed in a complex setting, deals on a continuing basis with sensitive or controversial matters, and has continual public contact. Work involves the exercise of initiative, sound judgment, 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 the general supervision of the General Services Administrator.

ESSENTIAL FUNCTIONS OF THE JOB:

Conducts extensive informational, policy, and technical research; compiles data for administrative and public reports bulletins, questionnaires, and other documents; analyzes data and makes recommendations based on findings of research; makes recommendations based on findings of research; and, designs and prepares statistical reports and verifies data.

Drafts memos, letters, and reports for staff review and/or signature; types correspondence, reports, bulletins, manuals, narratives, and other documents requiring familiarity with technical terminology; assures conformity of office correspondence to established requirements and makes necessary changes in procedures as applicable.

Reads and analyzes information requests from the public, businesses, and state and local agencies, and handles independently.

Maintains general files, official records and reports, operating records; sets up new files and files and retrieves information; establishes control procedures for document handling and storage and develops data collection and records systems along with procedures for control, storage and purging of documents in accordance with applicable laws and regulations.

Acts as librarian for department, maintaining data in a coherent format and ensuring it is readily available at all times; examines and compares data for verification or discrepancies; reconciles errors and ensures accuracy and consistency of data processed.

Answers telephones and refers to appropriate staff for action; provides information to callers; takes messages for staff members.

Inputs data into the automated Maintenance Management work order system; charges materials to work orders, inputs time spent on each repair; closes orders, files copies, retrieves information and runs reports from work order records.

Assists in the receipt of incoming work orders from customers for Facilities, Grounds, and Custodial maintenance and repair.

Operates and maintains standard office equipment, including facsimile, copier, and phones. Requests service for office equipment when necessary. Maintains inventory of office equipment.

Receives and distributes incoming mail and faxes.

Works with General Services management to ensure coverage of office at all times.

Makes arrangements for meetings; makes travel arrangements; prepares appropriate paperwork; reconciles expenditures.

Prepares purchase requisitions; maintains supply inventory; monitors and orders supplies and equipment as necessary.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily in an office setting. Operates standard office equipment including computer, typewriter, calculator, copy machine, fax, and telephone. May have frequent contact with the public and other organizational members and County departments in the collection of data or the coordination of efforts that serve mutual interests and objectives or the transmittal of public information.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription and other office procedures and terminology.

Thorough knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Thorough knowledge of principles and processes for providing excellent customer service, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Thorough knowledge of computer software including Microsoft Office products.

Thorough knowledge of business and management principles.

Skill in developing PowerPoint presentations, spreadsheets, and other Microsoft software programs.

Skill in understanding written sentences and paragraphs in work related documents.

Skill in managing one's own time and the time of others.

Skill in talking to others to convey information effectively.

Skill in communicating effectively in writing as appropriate for the needs of the audience.

Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Ability to develop written executive reports, letters and other correspondence.

Ability to learn County and Departmental policies, procedures, rules, and regulations.

Ability to make independent decisions in accordance with established policies and procedures.

Ability to learn and use specialized language and technical terms.

Ability to prioritize, organize, and perform work independently.

Ability to operate general office equipment, word processing equipment, and computers as required to accomplish the work assigned.

Ability to provide guidance and training to other staff members as needed.

Ability to organize group activities that maximize use of available resources and time.

Ability to monitor daily development of work performed and modify or initiate corrective action, as appropriate.

Ability to establish and maintain effective working relationships with employees and the public.

Ability to deal with the public and others courteously and tactfully.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent supplemented by college or business school courses in secretarial science or an associate's degree in Administrative Support Technology or a related field; and extensive experience in highly responsible administrative work, which shall have included considerable secretarial work experience; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

Date: April 2007

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Administrative Services Coordinator Position Number: 605
Department: General Services Division: _____

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:

- Answer 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 other _____
- Not essential to job functions

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 checked="" type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" 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.

- | <u>Ladders</u> | <u>Stairways</u> | <u>Steps</u> |
|---|---|---|
| <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)

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

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

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