



## **ADMINISTRATIVE SERVICES COORDINATOR SENIOR**

**607**

**DEPARTMENT:** Community Services/Recreation Administration

### **NATURE OF WORK:**

Performs work for the administrative staff within the Division of Parks and Recreation. 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 direction of the Director of Parks and Recreation.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Oversees daily office operations, including internal and external mail delivery and work assignments; assigns and schedules office staff to cover shared responsibilities, such as phone coverage within the Palmer Lane complex.

Prioritizes assignments in order to meet objectives effectively, efficiently, and to ensure that deadlines are met.

Provides administrative support for the Parks and Recreation Commission; prepares agenda packets and other correspondence; gathers, compiles, reviews, and distributes support information; takes minutes of monthly and special meetings including typing, mailing, and maintaining minutes; assembles, copies, drafts memoranda and letters; mails documents and materials as requested by Commission members; schedules and informs members about meetings; and, arranges for meeting spaces and special events, such as tours and luncheons.

Edits reports, letters, and other documents; compiles reports such as Community Service Statistics and Quarterly Reports.

Manages the performance review tracking system for the Division of Parks and Recreation, including receiving list of evaluations due; distributes to supervisors, sends reminder notices to supervisors, obtains necessary signatures, submits in a timely manner; and maintains a log of evaluations.

Maintains personnel records on division employees including training records; maintains and updates employee staff phone list to include locations, phone and pager numbers, and on-call status; oversees the maintenance of Leave Records for all staff to include proper distribution, retrieval, review by appropriate staff, correction, and delivery in a timely manner.

Takes minutes of Division Management staff meetings, types, copies, and distributes to Community Services Manager and maintains file of minutes.

Prepares written reports for action by Division Management staff.

Assists with the reservation and operation of 2007 Legacy Hall.

Receives submissions from all Division work units for entries into the weekly Commission Reading file; edits, types, distributes, and maintains files on reports.

Manages status of all Parks and Recreation fleet vehicles including completing work requests forms, calling to determine readiness and arranging for delivery and pick up of vehicles.

Oversees the distribution of James City County courier documents.

Maintains an up-to-date master copy of the James City County Division of Parks and Recreation Policy and Procedure Manual, facility and programs operations manuals, and a County Code Book.

Performs administrative filing duties, maintain administrative files, and complete purge on an annual basis.

Receives, screens, and routes, or responds to telephone inquires relating to administrative issues.

Receives, reviews, distributes, or acts upon all incoming faxes.

Delivers oral presentations at staff meetings as requested.

Orders and maintains office supplies, professional publications and other resources.

Makes hotel reservations, conference reservations, etc., for staff as needed for attendance at meetings, training, etc. Prepares travel vouchers.

Oversees training and assignments for office equipment such as copier, fax, etc. Oversees office equipment problems for copier, fax, printer, and phones.

Works after normal work hours as necessary performing typing duties, preparing material for commission or Board of Supervisors work sessions, meeting critical deadlines, etc.

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 to include computer, typewriter, calculator, copy machine, and telephone.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

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

Thorough knowledge of department and division operations and organization.

Considerable knowledge of County, department, and division 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 take minutes and transcribe accurately at a reasonable rate of speed.

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 clerical staff members.

Ability to establish priorities and organize group activities that maximizes use of available resources and time management.

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

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

Ability to deal with public relations problems courteously and tactfully.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent; including or supplemented by college or business school courses in secretarial science; and extensive experience in highly responsible clerical and office work, with three years of experience as a secretary; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

**NECESSARY SPECIAL QUALIFICATIONS:**

May be required to obtain certification as Notary Public.

Date: January 2007

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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Administrative Services Coordinator Senior Position Number: 607  
Department: Community Services Division: Recreation Administration

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:

- Ability to distinguish between different tones
- 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

**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 checked="" type="checkbox"/> Use switchboard    | <input 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
<b>Lift</b>	✓						✓		
<b>Push/Pull</b>	✓						✓		
<b>Hold/Carry</b>	✓						✓		

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+			
<b>Stand</b>			✓					✓	
<b>Sit</b>			✓					✓	
<b>Walk</b>			✓					✓	
<b>Run</b>	✓						✓		

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.**

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
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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