

Administrative Services Coordinator II

Classification Title: Administrative Services Coordinator II

FLSA Status: Exempt

BRIEF DESCRIPTION: Provides strategic planning, oversight, or administration of programs, grants or fiscal activities to support specialized program areas or functions. Researches and develops planning and implementation strategies. Identifies trends and recommends policy changes. Oversees functions relating to general administration, budgeting, contracts, grants and account reconciliation.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Researches issues and develops strategies for the administration of programs or services, which may include emergency management, environmental management, human services programs, inmate services or fiscal support.
2	S	Coordinates and meets with leaders, departments and community leaders to develop projects and processes for administration of projects, such as budgetary or fiscal administration functions. Prepares proposals, assembles teams and assigns work. Oversees invoices and payments.
3	S	Manages human resources general functions related to an area or department. Assists in recruiting, hiring and evaluating employees. Develops training requirements and serves as a consultant to the team.
4	S	Develops procedures for work and protocols and interprets federal, state and local regulations. Coordinates information with departments and outside agencies. Maintains records of work performed.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Public Administration, Business Administration or related field.
Experience	Two years of experience in administration.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Additional licensing requirements dependent on specific position.

Administrative Services Coordinator II

CLASSIFICATION REQUIREMENTS	
Reading	Advanced
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures).
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Communications equipment, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

- (1) N/A
- (2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.