

# Administrative Coordinator

FLSA Status: *Non-Exempt*

## General Definition of Work

Performs general administrative work as needed, difficult administrative work in assistance to the department, including complex office assistance and financial administration work, maintaining records and files, preparing reports and documents, and related work as apparent or assigned. Work is performed under the supervision of the Director. Work hours are 8:00 AM to 5:00 PM Monday through Friday with 1 a hour lunch or other hours as assigned or required (there will likely be some work activities required after normal business hours for evening meetings).

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual to perform the essential functions.*

## Essential Functions

Researches and compiles information as requested by the Director.  
Maintains attendance records for employees and administers payroll and time off requests.  
Manages the Department's Administrative Assistant and performs the same work when needed or assigned.  
Assists with financial operations, budgets, purchase order and claims.  
Assists with HR related issues pertaining to the Department.  
Receives and professionally responds to inquiries (phone calls, emails, walk-ins, other) impacting the Department.  
Orchestrates and assists with events and public meetings including internal and community outreach.  
Updates and posts information on the Department website.  
Conducts research, analyzes and implements special projects as requested by the Director.  
Develops forms, reports, spreadsheets, graphs, and presentations as needed.  
Writes, proofs and edits documents, ordinances, resolutions, agreements, meeting minutes and correspondence.  
Maintains and manages files and databases as assigned by the Director.  
Assists Director in assigning work tasks and projects to Department employees and ensuring completion thereof.  
Reviews permits, applications and other matters as assigned.  
Any other projects and duties as assigned.

## Knowledge, Skills and Abilities

Comprehensive knowledge of Department policies, procedures and programs; comprehensive knowledge of standard clerical/budgeting practices and procedures and fiscal or statistical record keeping and reporting; thorough knowledge of business English and arithmetic; comprehensive knowledge of Microsoft Office and have the ability to prepare reports; ability to solve problems within scope of responsibility; ability to establish and maintain effective working relationships with associates and the general public; a general willingness to learn and engage in creative problem-solving activities.

## Education and Experience

Bachelor's degree and experience in management, other related field, or equivalent education or experience in managing employees, projects, and policies.

## Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires standing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and operating motor vehicles or equipment; work is generally in a moderately noisy location (e.g., business office, light traffic).

## Special Requirements

Valid driver's license in the State of Indiana.  
Need to obtain or possess notary public credentials.

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