



### **JOB DESCRIPTION**

<b><u>POSITION:</u></b>	Administrative Coordinator
<b><u>SERVICE:</u></b>	Various BI services
<b><u>SUPERVISES:</u></b>	N/A
<b><u>SUPERVISED BY:</u></b>	Chief Executive Officer, Chief Operating Officer, Coordinator of Day or Community Living Supports Services or Director of Services
<b><u>SALARY:</u></b>	\$15.00/hour (\$14.50/hour training rate)
<b><u>STATUS:</u></b>	Non-exempt

### **POSITION DESCRIPTION**

Administrative Coordinator within a multi-service, nonprofit agency serving adults with developmental disabilities. Provides project coordination and administrative and clerical support to management staff.

### **CRITICAL JOB FUNCTIONS**

Possesses the professional skills and abilities specific to the technical aspects of the position.

#### **PROJECT COORDINATION**

- Independently coordinate and implement projects as assigned in the areas of administration which may include, fiscal operations, health & safety, fund development/public relations, personnel/benefits management, insurance/risk management, and/or planning/evaluation/management information systems.

#### **ADMINISTRATIVE SUPPORT**

- Provides general clerical and administrative support to agency/service management staff as required.
- Develops and maintain effective relationships with Board members, management staff, clients, affiliated agency/service staff, and relevant members of the community.
- Composes, types, and distributes professional correspondence and memoranda, E-mails and faxes, using individual initiative and as assigned.
- Assists in the maintenance of a highly organized filing system; files correspondence and other records.
- Conducts research; compiles and types statistical reports.
- Assists in development and implementation of department systems and procedures as needed.

- Demonstrates a high level of professionalism and customer services skills in dealing with donors, the general public, and with confidential and sensitive issues.
- Performs other duties as assigned by supervisor.

#### **OFFICE OPERATIONS**

- Maintains office machines, equipment, and purchase office supplies and equipment.
- Answers and screens telephone calls in a professional and timely manner; takes accurate messages with a high degree of professionalism and courtesy; arranges conference calls.
- Distributes daily internal/external mail and overnight packages; sends and distributes faxes.
- Meets and greets visitors.
- Orders and maintains supplies and maintains good order of the storage areas.

#### **FILING AND ORGANIZING**

- Maintains and utilize office electronic and physical filing systems for correspondence, records, reports, and other documents.

#### **COMPUTER/OFFICE MACHINE USE**

- Maintains and utilize office computer systems, office machines, and equipment.
- Performs data entry and maintenance of agency databases

### **SUMMARY OF JOB EXPECTATIONS**

**ORGANIZATION:** Ability to independently set priorities, perform job duties in an orderly fashion, and complete job duties with efficiency.

**DEPENDABILITY:** Capable of being relied upon; responsible; trustworthy; punctual.

**JUDGMENT:** By analyzing and comparing information or circumstances, consistently chooses courses of action, which result in beneficial outcomes to agency and services.

**ATTITUDE:** Ability to demonstrate a mental disposition and overall outlook that is positive, open, and supportive of others.

**INTERPERSONAL RELATIONS:** Ability to relate well with others and establish positive working relations; cooperative; "team player".

**COMMUNICATION:** Ability to achieve understanding and exchange of ideas through effective listening and clear timely communications, both verbally and in writing.

**INITIATIVE:** Ability to "self-start" without close supervision; self-reliance, energy and resourcefulness.

**PHILOSOPHICAL COMMITMENT:** Demonstrates through words and actions, an understanding of, and commitment to, the organization's beliefs and goals; advocates on behalf of persons served.

**LEADERSHIP:** Inspire and motivate others, makes a compelling case for point of view, creates team oriented environment, uses collaborative decision-making when appropriate, makes timely and sound decisions, leads by example, is visionary.

## **QUALIFICATIONS AND REQUIREMENTS**

**CREDENTIALS/LICENSES:** Not applicable

**EDUCATION:** High school or business school graduate. College level course work in graphic design, statistics, accounting, human resource management, and/or computer science is desirable.

**EXPERIENCE:** One to three years paid clerical experience; demonstrated ability to work independently.

**SPECIAL SKILLS:** Keystrokes a minimum of 50 wpm, ability to use computers for word processing, data base management, graphics, desk top publishing, and spread sheets. Excellent verbal and written communication skills. Acute attention to detail. Proficient in Microsoft Office; Adobe PageMaker desirable.

**OTHER REQUIREMENTS:** Knowledge of current office practices and procedures including business correspondence, filing, and standard office equipment operation; ability to perform clerical work involving independent judgment, accuracy and speed; ability to follow oral and written directions; ability to establish and maintain cooperative working relationships with others; ability to organize and coordinate a multitude of tasks and graphics assignments. Understanding of, and support of, philosophy of normalization. Must be able to speak, read, write, and understand the primary language(s) used in the workplace.

### **PHYSICAL/MENTAL REQUIREMENTS:**

While performing the duties of this job, the employee is frequently required to do the following:

- Sit for prolonged periods
- Accurately complete detailed reports.
- Coordinate multiple tasks simultaneously.
- Utilize visual acuity to operate equipment, read technical information, and/or use a keyboard.
- Utilize hand and finger dexterity.
- Collect, interpret, and/or analyze complex data and information
- Climb or reach to a minimum of 10 feet.
- Crouch or kneel for a minimum of 3 minutes.
- Lift at least 30 pounds
- Carry out duties in temperatures ranging from 30 to 110 degrees Fahrenheit.

### **MAY REQUIRE ONE OR ALL:**

- Valid California driver's license.
- Insured dependable vehicle.
- A physical condition that will permit frequent bending, turning, and lifting without injury.
- First aid and CPR certification/use of AED device.

01/14sr 01/15sr 5/16ss 4/17jl. experience required updated by jl 4/17