# Administrative Coordinator

# Grade: 4

## FLSA: Non-Exempt

**Date: 05/20**

**Job Summary:** Provides direct administrative and clerical support for the staff of a department, including but not limited to secretarial tasks, personnel related activities, operating budget administration, and payroll preparation; performs other duties as assigned.

**Essential Functions:**

1. Provides administrative support to the staff of assigned department in order to meet department goals and objectives;
2. Answers phones and directs calls to appropriate staff member and/or takes and delivers messages;
3. Prepares various reports, forms, correspondence, etc., as directed;
4. Maintains and manages records relevant to the department;
5. Assists in the preparation of the department’s annual budget; coordinates and checks submissions;
6. Assists with the coordination and organization of office work load to ensure the smooth and efficient working of the department;

May:

* track and submit employee schedules, time sheets, and leave slips;
* enter and track requisitions, reimbursements, and purchase orders;
* prepare and submits grant applications and necessary assurances;
1. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain working knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public;
3. Ability to gain knowledge of the staff, activities, and operations of assigned department;
4. Ability to effectively communicate with other staff members;
5. Ability to prioritize and multitask;
6. Ability to operate relevant computer systems, including hardware and software, and basic office machines;
7. Basic math and language skills.

**Education and Experience:**

1. Associate’s degree;
2. Two or more years of related experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date