# Coordinator I

**Grade: 6**

## FLSA: Non-Exempt

**Date: 02/18**

**Job Summary:** Provides direct support to the department head and staff including, but not limited to, secretarial, administrative, and clerical services, personnel administration, budget administration, and payroll preparation; performs other duties as assigned.

**Essential Functions:**

1. Provides administrative support to the department head in order to meet department goals and objectives;
2. Manages the administrative functions of the office; advises staff of policies and procedures relative to their work area; coordinates and organizes office workloads to ensure the smooth and efficient working of the department;
3. Prepares agendas, schedules meetings, and ensures that information is circulated to the appropriate parties in a timely manner;
4. Assists in the preparation of the annual budget;
5. Processes timesheets and payroll documents;
6. Enters and tracks requisitions, reimbursements, and purchase orders;
7. Performs other fiscal duties for operating and/or capital project budgets, as assigned;
8. Prepares and submits financial and statistical reports to relevant departments as required;
9. Maintains and manages records relevant to the department;
10. Prepares correspondence;
11. May:

* supervise interns and summer youth program participants;
* conduct research specific to departmental needs;

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. Expert knowledge of department practices and procedures;
4. Ability to operate office equipment – copier, fax machines, multiple phone lines;
5. Ability to effectively communicate with other staff members;
6. Ability to supervise, schedule, and motivate assigned staff;
7. Ability to prioritize and multitask;
8. Ability to use available resources to research information;
9. Ability to keep accurate records;
10. Ability to operate relevant computer systems, including hardware and software;
11. Math and language skills.

**Education and Experience:**

1. Associates degree;
2. Three or more years of related experience, one of which should be at a supervisory level;
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