SAN JUAN COUNTY
POSITION DESCRIPTION

CLASSIFICATION: Administrative Coordinator
PAY RANGE: S-2
BARGAINING UNIT: Unrepresented – At Will

Position Title: Administrative Coordinator    Date: August 25, 2006
Reports to: County Manager    Department: Office of County Manager
FLSA Status: Non-exempt    Positions Supervised: None

BASIC FUNCTION:
Coordinates the office of the Office of County Manager on a daily basis. Performs administrative duties including clerical functions, organization of meetings, research and compilation of data for special projects for the Office of County Manager’s office. Work is distinguished from other clerical classifications by the subject matter necessary to perform the duties: long-term projects and assignments; short and long-term organizational planning, coordinating, budgeting and managing; and interpersonal and written communication skills. The work is performed with a high degree of independence and judgment. The results of assigned projects have a direct impact on the departmental goals and objectives. Contact is in the form of meetings, correspondence and telecommunications with officials, managers, employees and members of the public, requiring helpfulness, diplomacy and discretion. Work is performed under general supervision. Employee may often be the sole person staffing the office. This position is confidential and requires discretion in dealing with County departments and members of the public.

MINIMUM QUALIFICATIONS:
Associates degree or equivalent and four years of administrative office/clerical work experience; OR any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Must be proficient in word processing and preparing spreadsheets. Must have excellent verbal and written communication skills and the ability to work well with others. Time management and organizational skills are essential.

The preferred applicant will possess for following skills, knowledge and abilities:
- Ability to develop and maintain effective working relationships with management, employees, elected officials, and the general public.
- Highly organized and task oriented.
- Ability to exercise considerable judgment and initiative; handle sensitive and confidential matters and situations.
- Knowledge of office practices and procedures; business correspondence standards including English, grammar, formatting, spelling and punctuation.
- Ability to follow broad and complex instructions.

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- Ability to maintain a pleasant, courteous and helpful demeanor in all personal contacts.
- Knowledge of Microsoft Office computer applications and the ability to utilize necessary computer applications at an advanced level.
- Communicates effectively, both orally and in writing. Able to prepare and present material in clear comprehensive terms.

PRINCIPAL DUTIES - Asterisk designates essential function:

1. Answer telephones and greet public, in a courteous professional manner. Respond in person and by telephone and computer, to public inquiries. Directs requests for information to the appropriate department and tracks public inquiries to insure a timely response.

2. Compose correspondence and prepare documents for the signature of the County Administrator, applying considerable knowledge of department objectives and policies. Create reports, documents, forms, presentation materials and other reporting tools.

3. Maintain calendar and schedule appointments for County Administrator; coordinate schedules with others.

4. Examine reports, responses or other material to determine action or additional information needed; add information; researches, resolves, or requests additional information.

5. Review mail, making a determination regarding routing and potential action or response.

6. Coordinate the logistics for setting up large meetings; locate facility, notify participants, prepare agendas; attend meetings; record results, track additional information or follow-up as necessary.

7. Establishes and maintains general and confidential files, records and information. Performs all duties to maintain department file system. Knowledge of State laws guiding file retention, destruction and archival.

8. Processes all staff payroll, collects weekly time sheets, verifies hours worked and leave taken for department head's signature, and submits to Auditor's Office.

9. Receives, codes, and processes all department bills including corresponding with vendors and staff as necessary to assure proper payment and budget line and grant number coding and submits to Auditor's Office for payment. Works with Auditor's Office staff and vendors to make adjustments and resolve questions or issues related to the bills.

10. Orders all office supplies, resource materials and office equipment. Responsible for coordinating repairs and maintenance of office machinery and equipment and maintaining inventory records on all equipment.

11. Coordinates travel arrangements for County Administrator's office.

12. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

13. Performs other duties as assigned.
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PHYSICAL AND MENTAL REQUIREMENTS:

While performing the duties of this job, the employee will regularly be required to stand, walk, and sit; and will frequently be required to use hands to finger, handle, or feel, reach with hands and arms, talk or hear, and lift up to twenty-five pounds; and may occasionally be required to climb or balance, stoop, kneel, crouch, or crawl. Vision requirements include close vision and the ability to adjust focus to bring an object into sharp focus.

EQUIPMENT REQUIREMENTS:

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<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
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<tbody>
<tr>
<td>Computer</td>
<td></td>
<td>X</td>
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<tr>
<td>Telephone / Fax</td>
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<td>X</td>
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<tr>
<td>Adding machine / Calculator</td>
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<td>X</td>
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<tr>
<td>Copy machine</td>
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WORKING CONDITIONS:

The majority of the work is performed in an office environment. The noise level for this position will be moderate. Work may occasionally involve attendance at evening meetings.