

<b>Job title</b>	Administrative Coordinator II
<b>Job Code</b>	
<b>Exempt Status</b>	
<b>Position Status</b>	
<b>EEO Classification</b>	

### **Job summary**

Works under general supervision and coordinates administrative support for a unit or specialized activity to include the exercise of discretion and independent judgement with respect to matters of significance.

### **Essential duties and responsibilities**

- Coordinates administrative support functions. Plans and coordinates administrative activities and services. Participates in the planning and execution of administrative operations. May serve as the office manager. Monitors office procedures. Develops, evaluates, and ensures adherence to office procedures. May assist in the development of budget.
- Reviews and signs documents for supervisor. Attends meetings or committees on behalf of supervisor.
- Analyzes program, project, or initiatives. Monitors project timelines and identifies issues. Adapts, combines, and makes improvements to services, processes, or programs.
- Formulates, interprets, and/or implements management policies or operating practices. Develops administrative and technical procedures. Researches, interprets, compiles, and responds to inquiries about rules, regulations, policies and procedures. May monitor compliance with policies and procedures.
- Performs special analyses and project summaries. Prepares and reviews operational and special reports. Coordinates office records retention and maintains office references and resources materials.
- Coordinates travel arrangements and prepares itineraries. Plans and coordinates meetings, seminars, and other special events
- Coordinates the maintenance of office supplies and equipment. Makes recommendations for process improvements, administrative changes, or new initiatives.
- Supervises, trains, and evaluates the work of others. Assigns tasks and evaluates job progress.

### **Additional responsibilities**

#### **Minimum requirements**

Education – Bachelor's degree or equivalent combination of education and experience.

Experience – Three years of related experience.

Knowledge of – Knowledge of word processing, spreadsheet, database, and presentation applications.

Ability to – Ability to multitask and work cooperatively with others. Interpersonal and communication skills.  
Planning and organization skills.

Licensing / Professional Certification – None.

Physical Requirements – None.

**Supervision of others**

This position generally supervises employees.

**Other Requirements**