

Job title	Senior Administrative Coordinator II
Job Code	
Exempt Status	Exempt *Exemption may be subject to applicable salary requirements from the Department of Labor
Position Status	
EEO Classification	

Job summary

Works under direction 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. Supervises assigned staff.

Essential duties and responsibilities

- Coordinates administrative support functions. Supervises assigned staff, plans work and determines work priorities. Develops and approves schedules, priorities, and standards for achieving goals. Develops administrative objectives and strategies.
- Participates in the planning and execution of administrative operations. Establishes goals and objectives of administrative operations. May assists in the development of administrative operations and making adjustments to methods and procedures.
- Plans, implements, coordinates, analyzes, monitors, and evaluates administrative support functions. Analyzes internal processes and times lines and recommends and implements procedural or policy changes.
- Assist in the development of budget.
- Formulates, interprets, and/or implements management policies or operating practices. Develops administrative and technical procedures. Recommends guidelines, policies, rules, and regulations. Monitors compliance with policies and procedures.
- Performs special analyses and project summaries. Prepares and reviews operational and special reports. Makes recommendations for process improvements, administrative changes, or new initiatives.
- Plans and conducts meetings, workshops, and/or training programs.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional responsibilities

Minimum requirements

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

Experience – Seven years of related experience.

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

Ability to – Ability to organize work effectively and prioritize objectives with a high level of discretion and independent judgment and initiative.

Ability to multi task and work cooperatively with others. Strong interpersonal, planning, and organizational skills. Excellent verbal and written communication skills.

Licensing / Professional Certification – None.

Physical Requirements – None.

Supervision of others

This position generally supervises employees.

Other Requirements