Job title | Senior Administrative Coordinator I
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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. Plans and coordinates administrative activities and services. Supervises assigned staff, plans work, and determines work priorities. Develops administrative objectives and strategies.

- Participates in the planning and execution of administrative operations. Participates in the resolution of operating problems.

- Plans, implements, coordinates, analyzes, monitors, and evaluates administrative support functions. Assists 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.

- Monitors project timelines and identifies issues. Performs special analyses and project summaries. Prepares and reviews operational and special reports. Makes recommendations for process improvements, administrative changes, or new initiatives.

- 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.

**Additional responsibilities**

**Minimum requirements**

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

Experience – Six 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 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