

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

### **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**