

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE COORDINATOR, SENIOR

Spec No. 2403

BASIC FUNCTION

To provide complex administrative support and a full range of clerical duties for department or division management.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Conducts research and analyzes projects as directed; develops, recommends and implements procedural changes for use by employees and management within the department.
2. Serves as liaison with other departments and divisions as required; represents the Director/Department Head on task forces and committees as assigned.
3. Develops and maintains manual and computerized management systems for departmental financial, personnel and correspondence systems utilizing available hardware and software.
4. Analyzes and resolves technical problems and questions which subordinate level employees cannot answer; receives, investigates and resolves the public's complaints and problems.
5. Assists and coordinates all hiring, testing, interviewing, and selection processes; prepares job announcements for posting; prepares and maintains employment files; reviews supplemental, employment examinations and interview questions and makes recommendations; verifies scores and prepares all employment related documents and certifications, coordinating when necessary with Human Resources.
6. Prepares the department payroll; ensures deadlines are met; verifies accuracy of timesheet entries and reconciles payroll ledgers. Maintains department personnel vacation, sick leave, overtime hours and other leave related matters.
7. Prepares required documentation for purchases and payments; may prepare support documentation required for contracts, budget transfers, supplemental and emergency appropriations.
8. Provides technical word processing and spreadsheet guidance and training to departmental staff.
9. Composes and formats letters, memos, forms, charts and graphs; rewrites or edits material submitted by others.
10. Maintains custody of and processes confidential departmental information such as employee evaluations, grievances and departmental employee files; prepares and approves all payroll record changes for the department.

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE COORDINATOR, SENIOR

Spec No. 2403

STATEMENT OF OTHER DUTIES

- 11. Monitors departmental budget and assists in budget preparations.
- 12. May track equipment and inventory.
- 13. Performs related duties as required.

MINIMUM QUALIFICATIONS

Three (3) years of confidential or executive secretarial experience; AND one year of experience in supervision/leading and training subordinate level employees; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- governmental budgeting practices and principles
- computer technology
- office practices and procedures
- proper English, spelling, grammar, punctuation and word usage
- basic bookkeeping and/or record keeping procedures

Ability to:

- operate computers and applied software packages
- analyze and resolve work related problems
- exercise initiative and judgment and make decisions within the scope of assigned authority
- communicate effectively both orally and in writing
- establish and maintain effective work relationships with department personnel, public and private officials, other county employees and with the general public
- maintain necessary records and prepare required reports
- meet deadlines and cope with interruptions
- operate standard office equipment
- communicate effectively and courteously
- deal tactfully and courteously with the general public
- analyze and solve work related problems
- manage multiple tasks/activities while meeting specific deadlines
- maintain a high degree of accuracy with detailed information

SNOHOMISH COUNTY JOB DESCRIPTION

ADMINISTRATIVE COORDINATOR, SENIOR

Spec No. 2403

SUPERVISION

Employee receives limited supervision from department management. Objectives, priorities and deadlines are established by the supervisor. The work is reviewed through periodic meetings, status reports and by evaluation of results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 2018
EEO Category: 6 – Administrative Support
Pay Grade: 312 - Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous