



## Ross Valley Sanitary District Administrative Coordinator I-II

### **DEFINITION**

Under general supervision of a department manager, department analyst, or the General Manager, provides varied administrative office support work; coordinates a program and/or business processes; facilitates interdepartmental information flow and communication; administers a variety of projects.

### **DISTINGUISHING CHARACTERISTICS**

Administrative Coordinator I – This is the entry level in the Administrative Coordinator series. Positions in this class typically have limited related work experience and work under general supervision while learning job tasks. The Administrative Coordinator I is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under general supervision while learning job tasks, progressing to direction as procedures and process of assigned area of responsibility are learned.

Administrative Coordinator II – This is the journey level class in the Administrative Coordinator series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Position in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent has met with minimum qualifications, demonstrated an ability to perform the full scope of work independently, and meets performance standards.

This class is distinguished from the Senior Administrative Coordinator in that the latter performs the most difficult and responsible types of duties assigned to classes within the series which may include providing technical and functional supervision over others.

### **SUPERVISION RECEIVED AND EXERCISED**

#### Administrative Coordinator I

Receives immediate supervision from a higher-level supervisor or manager and may receive technical and functional supervision from the Senior Administrative Coordinator. There are no direct reports.

## Administrative Coordinator II

Receives general supervision from a higher-level supervisor or manager and may receive technical and functional supervision from the Senior Administrative Coordinator. There are no direct reports.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Provide customer service by telephone, email, and/or counter service; attend to District customers or refer them to other District staff as appropriate; provide factual information that may require judgment and discretion as well as interpretation of policies and procedures.
- Review plans to calculate permit fees, receive payments, issue permits and schedule inspections.
- Compose and edit a wide variety of correspondence, reports and other District documents, including publishing updates to the District website.
- Research and assemble routine information, verify that information or data is complete, accurate, and consistent; assist in the preparation of regularly scheduled reports.
- Develop, organize and maintain accurate filing systems using best business practice record keeping procedures (electronic and paper copies).
- Create templates and forms, and perform data entry using word processing, spreadsheets, and database tools.
- Schedule internal and external meetings, coordinate food and beverage for meeting attendees, prepare meeting agendas, take and transcribe accurate meeting minutes.
- Print, copy and collate documents; open, sort and distribute mail and other deliveries.
- Inventory and stock office supplies.
- Assist the finance division performing routine functions and research projects as assigned.
- Support the engineering department and operations department with routine projects and administrative tasks as needed.
- Serve as notary public for the District as needed.
- Perform other duties as assigned.

### **REQUIREMENTS**

#### Administrative Coordinator I

##### **Knowledge**

- Basic knowledge of practices and methodologies for administrative support, research, prioritization, records management, and customer service operations.
- Use and maintenance of standard office equipment, computer hardware and software.
- Effective use of the English language, vocabulary, spelling, grammar, and punctuation; letter and report preparation.
- Principles and practices of customer service.

## **Skills and Abilities**

- Communicate clearly and effectively in English, both orally and in writing.
- Read, understand, and interpret documents, job-related policies, and procedures.
- Proficient use of office equipment, Microsoft Office software, and other information systems as required.
- Strong organizational skills with the ability to multi-task and prioritize effectively.
- Attention to detail, problem solving, and basic project coordination skills.
- Organize and maintain neat and orderly working environments.
- Work independently with minimal supervision, using good judgment as to when assistance is required for unusual situations or requests.
- Conduct District business in a professional and diplomatic manner.

## **Interpersonal Skills**

- Collaborative problem identification and solution development.
- Communication that maintains productive working relationships and facilitates a useful exchange of information.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of:

- Completion of Associate's Degree, or its equivalent, preferably in Business Administration, or Public Administration, or related field.
- Two years of increasingly responsible experience in office administration.
- Experience working in public agencies is desirable.

### **Licensing, Certification, and Registration**

Possession of the following licensures, certifications, and/or registrations:

- Must possess a valid California Driver's License Class "C", have a satisfactory driving record, and continue to meet District's insurance company's driving standards
- As assigned, must possess a valid California Notary Public license or have the ability to obtain within six (6) months of hire.

Failure to maintain these standards may result in loss of employment.

### **Administrative Coordinator II**

In addition to the qualifications of the Administrative Coordinator I:

### **Knowledge**

- State and Federal laws, District standards, and regulations applicable to District programs and projects.

## **Skills and Abilities**

- Present information and respond to requests from staff, department managers, other government agency representatives, and the public.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of:

- Completion of Associate's Degree, or its equivalent, preferably in Business Administration, or Public Administration, or related field.
- Two years of increasingly responsible experience in office administration similar to an Administrative Coordinator I.

### **Licensing, Certification, and Registration**

Possession of the following licensures, certifications, and/or registrations:

- Must possess a valid California Driver's License Class "C", have a satisfactory driving record, and continue to meet District's insurance company's driving standards; failure to maintain these standards may result in loss of employment.
- As assigned, must possess a valid California Notary Public license or have the ability to obtain within six (6) months of hire.

Failure to maintain these standards may result in loss of employment.

## **PHYSICAL WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class typically require:

Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a keyboard.

Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer keyboard to enter and retrieve data. Acute hearing is required when providing telephone and personal service. Ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required.

The noise level in the work environment is quiet to moderate. Position may require overtime on

an as-needed basis.

**Pre-employment Requirements**

A pre-employment drug test and physical examination are required.

FLSA Status: Non-exempt  
Employment Status: Unrepresented, Confidential  
Approved by: Ross Valley Sanitary District Board of Directors  
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