

**Lane Council of Governments  
Job Classification**

<b>Job Title:</b>	<b>Administrative Coordinator</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Division:</b>	<b>Administrative Services</b>	<b>Range:</b>	<b>10</b>
<b>Reports To:</b>	<b>Associate Director</b>	<b>Last Revised:</b>	<b>November 2003</b>

**General Statement Of Duties**

Under the direction of the directors group, provides administrative assistance and secretarial support of a confidential nature that includes activity coordination, scheduling, data gathering and compilation, and special projects.

**Supervision Received**

Work is performed under applicable policies, guidelines and appropriate standards. Work performance is evaluated through periodic conferences and reports and through the adequacy and timeliness of records, reports and services provided.

**Supervision Exercised**

None.

**Resource Responsibility**

Limited responsibility for financial or human resources. Work is part of a larger task where many checks exist for errors.

**Essential Job Functions**

Performs procedural administrative and secretarial work of moderate difficulty for the directors group, including maintaining schedule of appointments and events for executive director.

Work requires general knowledge of agency functions and procedures and is performed within generally accepted or established methods, practices, and procedures.

Maintains and uses data in the CASA system.

Performs basic research tasks independently, prepares reports, and completes special projects.

Assists in the preparation for Board of Directors' and Executive Committee meetings; oversees the preparation and distribution of minutes from Board of Directors and committee meetings, assists with preparation of agendas and other related documents;

Assists in the scheduling of the directors group and management team meetings; oversees, prepares and distributes the notes from directors group and management team meetings, assists with preparation of agendas and other related documents, and supports the directors group and management team members with related projects and tasks;

Assists in planning and executing special events for the director's group and the agency.

**Other Job Functions:**

May provide backup coverage for the receptionist as needed.

Performs other related duties as assigned.

**Working Conditions**

Duties are primarily performed in an office environment while sitting at a desk or computer terminal.

**Knowledge, Skills, And Abilities:**

Knowledge of principles, practices, and methods of modern office administration; knowledge of the functions, procedures and programs of a management team; knowledge of vocabulary, spelling, grammar and image that would be characteristic of communication in director level offices.

Ability to maintain confidentiality and professionalism required of the directors' offices.

Ability to think conceptually, analyze data and draw conclusions.

Ability to write clear and concise reports, memoranda and other correspondence.

Ability to use computers and software applications.

Ability to work within a team-oriented environment and handle multiple tasks effectively.

Ability to work independently.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to establish and maintain effective working relationships with other employees, the general public and representatives of other agencies.

Physical ability to perform assigned work.

**Education And Experience:**

Associate degree in business, or related field and two years experience working as a generalist or in any specialized area of office management; or any combination of education and experience which provides the desired knowledge, skills, and ability required to perform the job.

**Licenses, Certificates & Other Requirements:**

None.