

SENIOR ADMINISTRATIVE COORDINATOR

DEFINITION

Under general supervision, provides lead direction and work review to assigned staff, and/or performs and coordinates technical, specialized administrative support work; performs related work as assigned.

CLASS CHARACTERISTICS

This is the lead and/or specialist level in the Administrative Coordinator series. Incumbents may serve in a lead capacity and direct the work of assigned staff, and/or may serve as specialists who work independently and deal with the most technical, complex, and/or sensitive projects. This class is distinguished from Supervising Administrative Coordinator in that the latter is responsible for supervising administrative support staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees.

EXAMPLES OF DUTIES (*illustrative only*)

- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Coordinates administrative processes and program operations, following procedural guidelines.
- Identifies operational problems, considers alternatives, and recommends solutions.
- Coordinates the preparation and distribution of surveys; reviews data collected for completeness and appropriateness and enters data into a spreadsheet or database; generates standard and ad hoc reports for use by program analysts and managers.
- Reviews financial and/or statistical information for accuracy and reasonableness; uses standard financial and statistical software packages to perform calculations and numerical comparisons and generate reports, graphs, and charts.
- Arranges for meetings, conferences, and programs (on- and off-site), including hotel, catering, room setup, audiovisual services, staff support, security, and local transportation; researches, recommends, negotiates, and prepares contracts for various services.
- Makes business travel arrangements and reservations for judicial branch staff; uses specialized computer programs to make airline reservations directly; advises staff of travel options and alternatives.
- Performs the full range of administrative duties in support of a particular function, such as recruitment or budget preparation.

WORKING CONDITIONS

- Must be available to work overtime and on weekends and holidays.
- May be required to travel statewide as necessary to provide on-site support.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- Office and administrative practices and procedures.
- The operation of personal computers and the use of specified computer applications, such as word processing, spread sheets and databases.
- Correct business English.
- Organizational policies and procedures.
- Principles and techniques of preparing a variety of effective written materials.
- Basic principles and practices of public administration.
- Basic principles of organizing and summarizing data and information.
- Basic principles and techniques of project coordination and management

Ability to:

- Plan, direct, and review the work of others on a project or day-to-day basis.
- Coordinate and provide effective administrative assistance and coordinate projects and program operations.
- Research, compile, and summarize data and information.
- Prepare clear and concise reports, correspondence, and other written materials.
- Use initiative and judgment within established guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, and databases.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to an associate degree, preferably with major course work in administration or business, and three years of experience organizing and coordinating administrative support for programs and/or projects that included one year of lead responsibility.

OR

One year as an Administrative Coordinator II with the judicial branch.