



Administrative Coordinator
Risk Management

RM/02
Pay Grade: 14

JOB SUMMARY

This position is responsible for coordinating the day-to-day administrative operations of the Administrative Services department.

MAJOR DUTIES

- Maintains calendars and schedules meetings for the Director; makes travels arrangements.
- Processes department payroll records; maintains employee files and records, including attendance records.
- Prepares and submits agenda items to the Commissioners Court; prepares the Director's binder for meetings.
- Coordinates the assignment of Laredo Community College work-study students; assigns students to departments; maintains timesheets and records.
- Coordinates the assignment of AARP participants; assigns participants to departments; maintains files and records.
- Notifies and coordinates with committee members on possible meeting dates; schedules and prepare agendas for insurance committee meetings.
- Documents department staff meetings.
- Establishes and maintains department files and records.
- Recommends new or revised methods to simplify record keeping systems, reporting procedures and department operating practices to improve work flow.
- Prepares a variety of regular and special reports.
- Composes a variety of letters, email and memoranda.
- Assists with the preparation of requests for proposals, including obtaining requested information, binding packets, and distributing materials.
- Gathers data and processes annual insurance renewals.

- Assists in the preparation of the department annual report and annual budget requests.
- Maintains inventory of office supplies; purchase supplies as needed.
- Answers telephone and greet visitors; provides information and assistance; refers to appropriate personnel; takes messages and makes appointments.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the use of such office equipment as a scanner, fax machine, and copier.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Risk Management Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative and supervisory duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to coordinate the administrative functions of the department. Successful performance contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with co-workers, other county employees, elected and appointed officials, vendors, and the general public.

- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects, climbs ladders, and distinguishes between shades of color.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Administrative Secretary (1).

MINIMUM QUALIFICATIONS

- Must have high school diploma or GED from an accredited institution.
- Must have three years' experience.
- Must be able to type 35 wpm.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date