



**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 Risk Management 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