



## ADMINISTRATIVE COORDINATOR

JC: 000208

PB: 4

FLSA: Exempt

BU: 91 (NR)

Created: June 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under supervision, coordinates various administrative activities for a department; orders supplies, schedules meetings, manages records, maintains budgets, and pays invoices; performs a variety of administrative support duties for a department or division; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the coordinator level classification which provides program or process coordination and has responsibility for the execution of and adherence to existing guidelines and procedures. This classification has responsibility for ensuring quality control, and may provide input on program/process design. This classification is distinguished from analyst classifications in that the latter performs specialized and complex work across a variety of specific disciplines.

### **REPORTS TO**

Assigned Division Manager or his/her designee.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Performs a variety of administrative duties in support of department or division activities; coordinates project activities with District departments, divisions and external organizations.
2. Coordinates the development, analysis and formulation of the annual budget; forecasts funds needed for staffing, equipment and various projects; plans, receives, pays, and approves invoices, generates budget reports; provides status updates to appropriate Manager or Managing Director.
3. Assists with the implementation of policy and procedural modifications; evaluates impact on divisions or departments; recommends and implements modifications.
4. Implements new systems, methods and procedures; monitors program progress in meeting goals and objectives; conducts updates with management staff to inform and advise on project progress; makes adjustments as necessary.

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5. Coordinates and participates in District department or division organizational studies involving administrative or operational systems, procedures, functions, processes and techniques.
6. Processes payments for contractors; ensures procurement and accounts payable have necessary documentation; receives and processes invoices and monitors payment amounts.
7. Maintains GoCard for department, including ordering supplies for department, lunches for various business meetings, and registers department staff for conferences; processes GoCard invoices through procurement.
8. Develops, implements and administers special administrative programs; analyzes current and historical trends; prepares and presents reports.
9. Provides assistance in organizational development in assigned areas; identifies issues; collects data; analyzes alternatives and makes recommendations.
10. Participates in special projects including research of new programs and services, budget analysis and preparation, and feasibility analyses; prepares and presents reports.
11. Trains assigned employees in their area of work including administrative methods, procedures and techniques.
12. Oversees general office activities; procures supplies; approves invoices; develops personnel schedules; responds to inquiries; investigates complaints; provides general analytical support.
13. Represents assigned area at various meetings with other departments, divisions, outside agencies and contractors; communicates projects and activities with others as appropriate; prepares for and provides assistance with hosting and participating in transportation related meetings and events.
14. Responds to and resolves difficult and sensitive inquiries and complaints.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operational characteristics, services and activities of assigned program area including administrative, financial, or operations functions.
- Principles and practices of program development and implementation.
- Principles and practices of budget preparation and administration.
- Methods of administrative, organizational, economic, and procedural analysis.
- Methods and techniques of statistical and financial analysis.
- Business computer applications for statistical analysis and data management.
- Principles and practices of procurement, purchasing, and accounting.
- Methods and techniques used to conduct a variety of analytical studies.
- Principles, practices, methods and techniques of report preparation.
- Principles and procedures of record keeping.

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- Office equipment including computers, supporting word processing, and spreadsheet applications.
- Related Federal, state and local laws, codes and regulations.

### **Skill in:**

- Performing analytical duties.
- Preparing, administering and monitoring department budget.
- Maintaining accurate records and files.
- Preparing clear and concise administrative, budgetary, and financial reports.
- Collecting, evaluating and interpreting information and data.
- Reviewing and analyzing technical documents and proposals.
- Analyzing problems, identifying alternative solutions and recommending conclusions.
- Working independently in the absence of supervision.
- Interpreting and apply laws, policies, rules and regulations.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Communicating clearly and concisely, both orally and in writing.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.

## **MINIMUM QUALIFICATIONS**

### **Education:**

Associate's Degree or two (2) years of College in Accounting, Business Administration, Finance, or a related field.

### **Experience:**

Three (3) years of (full-time equivalent) verifiable professional executive administration or budget experience.

### **Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Office environment; exposure to computer screens.

### **Physical Conditions:**

May require maintaining physical condition necessary for sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 3500 – Professionals  
**Census Code:** 0430 – Management Analysts  
**Safety Sensitive:** No