

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: EXECUTIVE COORDINATOR
DEPARTMENT: EXECUTIVE OFFICE
REPORTS TO: CHIEF EXECUTIVE OFFICER
CIVIL SERVICE STATUS: YES

CLASS CODE:0013
FLSA STATUS: E
DATE: 11/05 rev. 7/07
BARGAINING UNIT: Confidential

JOB SUMMARY

Under the general direction of the Chief Executive Officer, this appointed position is responsible for the effective functioning of the County Executive Office: planning, executing, and monitoring all administrative support activities; producing written materials for internal and external use; scheduling meetings and work production; developing and implementing office policies and procedures; working with department heads, Board members, County employees, and community members.

DISTINGUISHING FEATURES:

This single incumbent management position is responsible for coordinating all administrative support activities in the County Executive Office. The Executive Coordinator is distinguished from general office management positions in that it serves to the CEO and, in addition has a significant degree of Board and public interaction. The Executive Coordinator is distinguished from the Administrative Analyst series in that it is responsible for administrative support of the Executive Office, rather than developmental work in County programs.

SUPERVISION EXERCISED:

The Executive Coordinator exercises direct supervision over all office support staff in the County Executive Office. This classification provides training and guidance to staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS: *(The examples may not cover all the duties that may be performed.)*

- Provides administrative and secretarial support to the Chief Executive Officer, Assistant Chief Executive Officer, associated managerial and professional staff; handles designated administrative matters by following up on projects, transmitting information, and keeping informed of pertinent activities.
- Oversees the daily office procedures and workflow of the department and provides complex administrative assistance and support to the Executive Office; makes recommendations to assist management in making needed improvements and assists in resolving administrative issues.
- Plans, organizes, coordinates, directs, and reviews the work of office support staff, setting priorities to ensure deadlines are met; trains office staff in work procedures; provides input in selection, evaluation and disciplinary matters.
- Receives and screens visitors and telephone calls, providing information and resolving complaints, which regularly requires the use of judgment and the interpretation and application of policies and procedures.
- Reviews and compiles budget figures; assists with the departmental and associated budgets, including preparing and maintaining detailed spreadsheets, monitoring encumbrances, payments, journal vouchers and/or budget transfers; prepares and maintains records of all financial transactions including payroll.
- Researches, compiles and summarizes a variety of informational or statistical materials, including varied, complex, sensitive, and/or confidential information and prepares various reports, utilizing online or personal computer systems.
- Maintains CEO/ACEO calendars, scheduling and arranging for meetings and conferences; makes travel arrangements for Executive Office staff; prepares invoices, payments, reimbursement forms; maintains financial records of expenses for members of the Executive Office; prepares a semi-annual report for the Auditor's Office of meal and mileage expenses.
- Organizes meetings by notifying participants, making room arrangements, preparing and supplying required informational materials including: agendas, resolutions, ordinances and other documents for submission to the County Executive Office and Board of Supervisors.
- Works with Executive Office staff and Board members for the purpose of scheduling, coordinating, and producing projects, programs, meetings and events; may attend such meetings and prepare minutes and may represent the Executive Office at such meetings.
- Prepares agreements requested by members of the Board of Supervisors between the County and outside persons and/or agencies, ensuring that they are properly executed and, if necessary, prepares associated payments; maintains

all delegated agreements executed by the Executive Office, and prepares monthly reports as necessary.

- Maintains detailed records of funds for special projects, preparing reports for the Board of Supervisors and Auditor as requested, and preparing reports and/or supplying information for audit purposes.
- Types drafts and a wide variety of finished documents from stenographic notes, recorded dictation, brief instructions, or printed materials; uses word processing equipment to input and retrieve data.
- Initiates correspondence independently for signature by the Chief Executive Officer, Assistant Chief Executive Officer and professional Executive Office staff; reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.
- Receives incoming correspondence, attaches appropriate supporting documentation, and distributes to Chief Executive Officer and Executive Office staff as appropriate.
- Organizes and maintains various legal, administrative, reference, and follow-up files for projects, the budget, and all activities of the Executive Office; purges files as required; maintains and updates Administrative Policy Manual.
- Processes and maintains all confidential personnel records for the department, including generating personnel transactions; directs office administrative activities such as organizing and maintaining confidential and administrative files.
- Purchases and maintains inventory records for office supplies, furniture, computer and related equipment for Executive Office, oversees petty cash for Executive Office.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Reference Books Computer Vehicle

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Equivalent to an Associate's degree from an accredited college or university in Business Administration, Public Administration or related field, and,

At least four years of progressively responsible experience performing complex administrative, clerical support duties, or a combination of related education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job. Additional qualifying experience may be substituted for the required education on the basis of two years of experience for one year of education.

Licenses and Certifications:

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable Knowledge of:

- Administrative and clerical procedures and systems such as managing files and records, transcription, designing forms, and other office procedures and terminology.
- Administration and management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources, including goal setting and implementation.
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Customer service principles and processes for providing customer and personal services, including customer needs assessment, establishing and meeting quality standards for services, and evaluation of customer satisfaction.

General Knowledge of:

- Administration of staff and activities either directly or through subordinate supervision.
- County government organization and operations, and departmental policies and procedures.
- General accounting processes and procedures.
- Standard business arithmetic, including percentages and decimals.
- Budget development and management.
- Record keeping, report preparation, filing methods and records management techniques.

- All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

- Critical thinking, analyzing and evaluating situations and adopting effective courses of action, using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems, considering the implications of new information for current and future problem solving and decision-making.
- Active listening, giving full attention to speaker, understanding the points being made, and politely asking questions as appropriate
- Effective oral communication, speaking clearly and succinctly to accurately convey information and ideas, using tact and discretion.
- Communicating clearly and effectively in writing; tailoring message to the intended audience.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Researching, compiling, calculating and preparing reports using a variety of data.
- Time management.

Ability to:

- Read, analyze, understand and interpret procedure manuals and government regulations and policies, operation and maintenance instructions, professional periodicals and journals or other written information.
- Listen to, understand and interpret information and ideas presented through verbal expression.
- Ascertain or recognize problems or potential problems.
- Establish and maintain effective working relationships with others.
- Use initiative and independent judgment within established guidelines.
- Organize work, set priorities, meet critical deadlines, and follow up assignments with a minimum of direction.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Deal with problems involving several concrete variables in standardized situations.
- Draft, type and proofread correspondence.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Use a computer to accurately and rapidly enter and retrieve data and information.
- While performing the essential functions of this job the employee is regularly required to sit and to use hands to finger, handle, or feel, and to speak, hear and discriminate sound.
- While performing the essential functions of this job, the employee is occasionally required to lift and/or move up to 20 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.