



Job Title: Administrative Services Coordinator

CLASSIFICATION DESCRIPTION

Department: Administrative Services

Pay Grade: 108

FLSA Status: Non-exempt

Remote Work Eligible: No

JOB SUMMARY

This position is responsible for supporting the Administrative Services Department through the development, implementation, management, and collaboration of administrative projects and assignments. Duties include: working collaboratively with members of the Department as well as with other colleagues throughout the College; creating, coordinating, implementing, and managing administrative projects, programs, and events; providing direction, feedback, and guidance to department heads on requests, directives, and correspondence; and supervising others if so assigned.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Coordinates the activities of assigned administrative division functions which may include planning, administering, and evaluating programs, projects, processes, and/or procedures.
- Coordinates and participates in the collection, analysis, preparation, and reporting of relevant information and data related to assigned area of responsibility.
- Prepares and/or reviews data, information, articles, reports, contracts, proposals, presentations, and other documentation as related to administrative duties.
- Communicates to team members, customers, and management in a succinct and timely manner on a regular basis.
- Organizes, facilitates, leads, and/or participates in meetings, proceedings, and committees; represents the Department at campus meetings and conferences; serves as a liaison between departments, external organizations, the general public, and other agencies.
- Participates in the monitoring, operating, servicing, troubleshooting, and maintenance of applicable equipment and tools to ensure proper operations.
- Prepares, reviews, and maintains a variety of records and reports related to day-to-day operations in assigned area of responsibility; and provides status updates.

- May prioritize and assign work to lower-level staff; monitors the performance of those staff; trains staff; and participates on staff evaluations.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Associate degree; three (3) years of related work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Research, data collection, reporting, and presentation techniques;
- Customer service principles;
- Budget administration principles;
- Project Management principles;
- Advanced principles of assigned area of responsibility;
- Recordkeeping and records management principles;
- Applicable federal, state, and local laws, rules, regulations, and ordinances; and
- Computers and related software applications.

Skills in:

- Coordinating and overseeing projects;
- Compiling and summarizing data and information;
- Encouraging teamwork;
- Preparing and maintaining records;
- Performing mathematical calculations;
- Maintaining operational data and records;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Pay attention to details;
- Apply applicable laws, rules, and regulations;
- Analyze problems, identify alternative solutions, evaluate potential consequences, and implement solution;
- Be discrete and maintain confidentiality;
- Work with multiple priorities, prioritize, and organize workload in order to meet deadlines; and
- Analyze and interpret technical and statistical information.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
----------------------------	--	----------------------------	--

Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.