

# **GENERAL SERVICES ADMINISTRATIVE COORDINATOR**

**(Range 114)**

## **DEFINITION**

Performs a variety of highly responsible administrative work to ensure that the department operates in a response oriented, fiscally responsible and efficient manner.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the General Services Office Manager.

Exercises lead direction over lower level office staff.

## **ESSENTIAL AND MARGINAL FUNCTIONS --Essential and marginal functions and responsibilities may include, but are not limited to the following:**

### **Essential Functions:**

1. Utilizes and maintains department Computerized Maintenance Management System (CMMS) ensuring effective and accurate use of system modules such as work requests/work orders, asset management, property management, inventory management, locksmith (lock/key), reports, system administration, and security.
2. Assists with the assignment and scheduling of work orders.
3. Provides lead supervision and training to lower level office staff.
4. Authorizes purchases from vendors, and schedules and coordinates services and/or work.
5. Researches vendors to obtain comparative pricing and maintains current and accurate vendor contract and insurance files.
6. Assists with preparation of the department's annual budget.
7. Maintains budget accounting system for department which may include items such as tracking expenditure authorizations, maintaining balances, reviewing invoices for correct billing, approving invoices for payment and resolving invoice discrepancies with vendors.
8. Administers department inventories.
9. Assists with administration of the vehicle maintenance program to include distribution of fuel purchase cards and authorizing and scheduling vehicle repairs.
10. Administers key control program and building controlled access system.
11. Maintains department records keeping and filing systems and a variety of records to include purchase orders, key control logs, access codes, training, time and attendance, overtime, and Standby/Call-Back pay, mileage logs, vehicle fuel purchases, vehicle alternative fuels records, etc.

**GENERAL SERVICES ADMINISTRATIVE COORDINATOR**  
**PAGE 2**

12. Performs and alleviates administrative duties from department supervisors.
13. Maintains a high degree of confidentiality.
14. Compiles, prepares, and distributes general correspondence, memos, agendas, minutes, reports, invoices, and other relevant materials.
15. Receives and reviews various reports, plans, and applications for the purpose of verifying accuracy.
16. Maximizes office productivity through proficient use of appropriate software applications.
17. Takes telephone inquiries and complaints, and either assists the caller or directs the caller to the appropriate individual.
18. Resolves a wide range of routine and non-routine personnel issues and difficult situations.
19. Schedules meetings, interviews, travel, equipment repair and service, or other department needs.
20. Sorts, distribute, and coordinate incoming and outgoing department mail.
21. Acts as a liaison between the department supervisors/managers and outside agencies, gathering and relaying information as needed.
22. Interacts extensively, in person, and over the telephone with district-wide staff and management, outside agencies, vendors, and the general public.
23. Utilizes personal computer, the Internet, e-mail and other office equipment including, but not limited to: typewriter, adding machine, copy machine, telephone, and facsimile machine.
24. Attends or conducts department, branch, and other miscellaneous meetings at meeting sites throughout the district.
25. Operates, maintains and secures assigned District vehicle.

**Marginal Functions:**

1. Performs related duties and responsibilities as required.
2. Works on special projects as assigned.
3. Participates in committee work when needed.

**Knowledge, Skills and Abilities:**

**Knowledge of:**

1. Modern office management and procedures to include work order systems, accounts payable/receivable, purchase orders, inventory controls, and key and access control.

**GENERAL SERVICES ADMINISTRATIVE COORDINATOR  
PAGE 3**

2. Computerized Maintenance Management System (CMMS) software applications.
3. Modern record keeping and filing principles and methods.
4. Business letter writing and report preparation.
5. Basic accounting principles and procedures.
6. Principles of budget development, administration, and control.
7. Inventory methods and procedures.
8. Effective supervisory and training techniques and practices.
9. Library District and Department policies and procedures.
10. Library District and assigned department terminology and functions.
11. Pertinent State statutes governing assigned department.
12. Basic arithmetic and accounting principles.
13. Correct English usage, spelling, and punctuation.

**Ability to:**

1. Provide lead supervision and training to lower level office staff.
2. Plan, organize, and prioritize projects and work assignments for efficient results.
3. Assist with various departmental situations after hours, on weekends and holidays.
4. Exercise sound judgment and make independent decisions.
5. Be decisive in routine and non-routine problem solving in accordance with the Library District and assigned department policy and procedure.
6. Interpret and apply Library District and assigned department policy and procedure.
7. Type at a speed necessary to perform the essential functions.
8. Work under pressure and meet deadlines.
9. Accept and manage change and maintain flexibility.
10. Work quickly and accurately.
11. Work both independently and as part of a team.
12. Perform multiple tasks concurrently.
13. Maintain fiscal and complex clerical records.

**GENERAL SERVICES ADMINISTRATIVE COORDINATOR  
PAGE 4**

14. Generate accurate reports.
15. Communicate clearly and concisely, both orally and in writing.
16. Serve customers with patience, tact, and courtesy.
17. Establish and maintain effective working relationships with those contacted during the course of work.
18. Understand and follow oral and written instructions.
19. Maintain the mental capacity for effective interaction and communication with others.
20. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment.
21. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment.

**Skilled in:**

1. Use of personal computers and associated software.
2. Use of library and general office equipment.

**QUALIFICATIONS:**

**Training and Experience:**

High School diploma or GED equivalency required; Associates Degree in Secretarial Science/Office Management, or related field required; four (4) years of increasingly responsible office administrative experience performing similar duties which includes one (1) year experience in an organization's facilities maintenance department preferred; demonstrated proficiency in word processing and spreadsheet creation and other computer skills required; typing skills required; supervisory experience required; or an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities.

**Physical Requirements:**

**LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**

**GENERAL SERVICES ADMINISTRATIVE COORDINATOR  
PAGE 5**

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking, frequent light lifting (5 - 10 pounds); occasional moderate lifting (11 - 20 pounds); bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require visual perception, audio perception, and oral communications ability.

**Environmental Requirements:**

Tasks are performed with infrequent exposure to adverse environmental conditions.

**License, Certificate, or Special Requirements:**

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

**FLSA:                      NON-EXEMPT**

**CBA:                        NON-SUPERVISOR**

**DEVELOPED:            JANUARY 29, 2008**

**REVISED:**