



Capital Area Council of Governments Job Description

CAPCOG Title: Administrative Coordinator
Division: Regional Planning and Services
Reports to: Director of Regional Planning and Services
State Title & Salary Grade: Administrative Assistant IV/A15
FLSA Status: Exempt Non-Exempt

GENERAL DESCRIPTION

Performs highly complex administrative support for multiple programs including coordinating advisory committees, preparing division documents, maintaining filing systems, purchasing and procurements, and other clerical support functions. Programs supported include air quality, criminal justice planning, geographic information systems (GIS), economic development, regional planning, solid waste, and transportation. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. The essential functions of this position must be performed at CAPCOG offices; therefore, the position is not eligible for telecommuting on a regular basis.

ESSENTIAL FUNCTIONS

Essential duties and functions may include the following. Other related duties may be assigned.

- Coordinates and facilitates administrative support for numerous policy and programmatic committees, including agendas, minutes, and scheduling, and other meeting logistics.
- Maintains schedules of grant and program deliverables for division programs.
- Assists program staff with budgets, deliverables, reports, and related correspondence.
- Prepares and copy-edits division memos, letters, spreadsheets, purchase requests/orders, reports, and other documents.
- Coordinates procurements for goods and services, including preparing and disseminating purchase requisitions and authorizations, requests for quotes or proposals, public notices, and processing payments of invoices.
- Compiles and edits data for charts, graphs, and databases, and prepares summaries or reports.
- Reviews invoices, contracts, reports, and other documents for completeness and accuracy.
- Manages paper or electronic filing systems, updating paperwork or maintaining documents as required, and archives documents according to CAPCOG Record Retention Schedule.
- Fields phone calls and coordinates responses for CAPCOG's illegal dumping hotline.
- Coordinates orders and receives office supplies.
- Prepares before and after travel documents for division employees per CAPCOG policies and assists with travel arrangements.
- Coordinates preparation and distribution of division documents.
- Greets visitors, responds to inquiries, and directs them to the appropriate person according to their needs.
- Administers the annual inventory process for the division.
- Answers multi-line phones, transfer calls, and takes messages.
- Serves as a backup to the main CAPCOG Receptionist/Administrative Assistant.

GENERAL QUALIFICATIONS

Education

Graduation from an accredited high school or equivalent is required. Administrative Assistant Certificate from Austin Community College or similar certification preferred.

Experience

At least two years of experience in general clerical/secretarial/administrative experience required.
 A combination of education and experience can be substituted for one another as determined by the division director.

Knowledge, Skills, and Abilities

- Highly skilled in the use of MS Word, Excel, and Outlook (required) and SharePoint (preferred).
- Skilled in the use of Adobe Acrobat Pro, including editing advanced features and assembly of PDFs.
- Skilled in the use of online meeting software, including Microsoft Teams and Zoom
- Knowledge of and the skill in the use of office electronics used to accomplish the tasks of the position such as but not limited to a desktop computer, photocopier/scanner, and multiline telephone.
- Knowledge of and skill in file management systems.
- Knowledge of and use of the English language including the meaning and spelling of words, rules of composition and grammar with the ability to communicate effectively in writing for the appropriate audience.
- Basic knowledge of budgets and finances.
- Ability to read, write, and speak Spanish is preferred.

Position Specific Competencies

- Attention to Detail – Ability to focus meticulously on all duties, assignments, schedules, and resources.
- Adaptability/Flexibility – Open to change (positive or negative) and to considerable variety in the workplace.
- Work Organization – Balances competing priorities to meet all project and team commitments in a timely manner and deliver quality results.

Physical Requirements

Remain in a stationary position at a desk throughout the workday.	Frequently
Stand and perform tasks throughout the workday. May be stationary for periods of the day.	Seldom
Move about inside the office to perform different tasks of the position such as access the copy machine, file papers, or deliver mail to the reception area.	Seldom
Coordinate precise movements of the fingers in order to use office productivity machinery or perform intricate tasks.	Frequently
Move objects weighing up to designated # of pounds.	Seldom - 35 lbs
Lift objects from the floor and up onto a shelf or desk weighing up to designated # of pounds.	Seldom - 35 lbs
Converse with others both in person and over the phone.	Regularly
View details at close range (within one to two feet of the observer) and distinguish color-coded materials.	Seldom
Move body into multiple positions to perform different tasks such as in the following examples: under desks, between walls, around servers and furniture, or to retrieve files from the bottom or top drawers of file cabinets.	Seldom
Performs duties in professional office environment.	Constantly
Performs duties while exposed to conditions of heat, cold, humidity, wind and/or rain.	Never
Drives a vehicle to perform CAPCOG business.	Never

Physical Requirements KEY

- Never 0%
 Seldom 0-30%
 Regularly 30-60%
 Frequently 60-90%
 Constantly 90-100%
- Seldom would be up to 12 hours per week or 0 to 2.4 hours per day

- Regularly would be 12 to 24 hours per week or 2.4 to 4.8 hours per day
- Frequently would be 24 to 36 hours per week or 4.8 to 7.2 hours per day
- Constantly would be 36 hours to 40 hours per week or 7.2 to 8 hours per day

I have read and understand all aspects of this job description. I have discussed the duties with my supervisor.

Employee – Print Name & Sign

Date

Supervisor – Print Name & Sign

Date