



Capital Area Council of Governments Job Description

CAPCOG Title: Administrative Coordinator
Division: Emergency Communications
Reports to: Director of Emergency Communications
State Title & Salary Grade: Administrative Assistant IV/A15
FLSA Status: Exempt Non-Exempt

GENERAL DESCRIPTION

Performs highly complex administrative support for the Emergency Communications Division including coordinating board and advisory level committees, preparing division documents, maintaining filing systems, purchasing and procurements, and other clerical support functions. Supports the Emergency Communications Division Director, staff, and the functions of the 9-1-1 Capital Area Emergency Communications District. 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 include the following. Other duties and tasks may be assigned.

- Responsible for administrative support for the division, policy boards and committees which includes agendas, minutes, scheduling, and other meeting logistics.
- Prepares and copy-edits division memos, letters, spreadsheets, purchase authorizations/request, reports, and other documents
- Compiles and edits data for charts, graphs, and databases, and prepares summaries or reports.
- Answers multi-line phones, transfer calls, and takes messages.
- Greets visitors, responds to inquiries, and directs them to the appropriate person accordingly.
- Prepares and coordinates division staff before and after travel documents per CAPCOG policies and assists with travel arrangements.
- 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.
- Escorts external maintenance staff and visitors in secure areas.
- Serves as a backup to the main CAPCOG Receptionist/Administrative Assistant as necessary.
- Assists program staff with deliverables, reports, and related correspondence.
- Coordinates office procurements for goods and services including, preparing, and disseminating purchase requisitions and authorizations, requests for quotes or proposals and public notices, and coordinating supply orders and receives office supplies.
- Coordinates preparation and distribution of division documents.
- Assists with the annual inventory process for the division.
- Assists during board and committee meetings and gatherings.

GENERAL QUALIFICATIONS

Education

Graduation from an accredited high school or equivalent is required. Administrative Assistant Certificate from a nationally accredited College or Technical school 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.

Other Requirements

- Must maintain a valid Texas driver’s license, proof of insurance specified by the State of Texas, and dependable transportation for travel within region.
- Requires passing and maintaining CJIS background clearance.

Knowledge, Skills, and Abilities

- Highly skilled in the use of MS Word, Excel, Outlook, O365 and other MS Suite programs (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, meaning, and spelling of words, rules of composition and grammar with the ability to communicate effectively in writing and verbally for the appropriate audience.
- Basic knowledge of budgets and finances.
- Ability to communicate effectively read, write, and verbally communicate in the English language.
- Ability to use logic and reasoning to overcome business issues
- Ability to handle multiple projects effectively
- Ability to plan, assign and/or supervise the work of others

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.	Seldom
Drives a vehicle to perform CAPCOG business.	Seldom

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