

Administrative Coordinator

DEPARTMENT:	Administration
GRADE:	62
CLASS CODE:	ADCOORD
FLSA STATUS:	Exempt
UNION STATUS:	Non-Represented
REVISED DATE:	August 2020

Summary:

The Administrative Coordinator performs confidential clerical service for Timberland Regional Library under limited supervision and provides direct support to the Executive Director and Board of Trustees.

Reporting Relationships and Team Work:

A coordinator is a subject matter expert who may provide direction to staff and works as a bridge between departments, employees and functions. This position is supervised by and reports to the Executive Director as part of a service oriented team.

Essential Duties and Responsibilities:

Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Provides direct administrative support to the Executive Director, preparing meeting materials, agendas and summaries for their use in meetings with internal and external stakeholders. Coordinates and maintains the Executive Director's calendar.
2. Coordinates monthly Board of Trustee meetings and bimonthly subcommittee meetings; sets up audiovisual equipment to record meetings for public viewing and prepares, disseminates and records formal minutes in accordance with the Washington State Open Public Meetings Act.
3. Schedules Administrative Team meetings and required subcommittees, preparing materials, taking minutes and preparing summaries of meetings for review by the Executive Director.
4. Acts as Public Records Officer and responds to Public Records Requests.
5. Establishes and maintains effective professional relationships with print, broadcast and electronic media reporters, editors and opinion writers. Monitors local press for issues,

provides media outreach and acts as spokesperson for district and Executive Director as required.

6. Prepares or oversees the production of correspondence, memoranda, agendas, schedules, and various types of statistical/administrative reports for districtwide use.
7. Participates on local and districtwide committees
8. Perform other duties as assigned or required.

Core Skills and Qualities:

Complete definitions are included on the TRL evaluation form. Employees are expected to demonstrate the following qualities at all times:

1. Establish and maintain effective working relationships with internal staff, outside organizations, and the general public.
2. Positively reflect TRL's mission, vision, and values to the staff and public.
3. Effective organizational and time management skills, including the ability to multitask, manage multiple projects at the same time and adapt to changing priorities to meet demands of the department.
4. Communicate effectively verbally and in writing.
5. Demonstrate quality customer service.
6. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent attendance.
7. Demonstrate a positive attitude and flexibility.
8. Work well with others, show respect, contribute to the team.

Required Knowledge, Skills, and Abilities:

Employees are expected to perform or possess the following:

1. Current knowledge of the Washington State Open Public Meetings Act.
2. Current knowledge of Public Disclosure Act governing Public Record Requests.
3. Experience working with Board(s) of Directors and Executive leadership.
4. Principles, methods, procedures and practices of public sector communications management.
5. Strong proofreading skills and understanding of English grammar, punctuation and spelling.
6. Ability to gather, prepare and compile complex statistical data for internal and external stakeholders.
7. Ability to write and speak effectively, establish cooperative relationships with others, and represent TRL professionally in all interactions.
8. Understanding the preparation, handling, and maintenance of highly confidential and/or sensitive documentation.

Technology Requirements:

- Strong computer skills, to include database management, word processing, creating spreadsheets, document management and organization, email applications and the Internet.
- Knowledge of computerized information systems used in administrative applications.
- Experience using AV Capture All.

Education and Experience:

Associate's Degree in Business Administration or a related field, and five years of Administrative experience OR an equivalent combination of education and experience. Bachelor's Degree in Business Administration or related field may substitute year for year of experience.

Licenses, Certifications, and Special Requirements:

- A valid Washington State Driver's License and an acceptable driving record.
- Must pass and maintain a criminal background check.
- The ability to work one evening per month in order to attend Board meetings.

Physical and Environmental Conditions:

- Work is performed in a busy, service-oriented office with frequent interruptions and under the stress of continual pressure to meet deadlines and handle competing priorities.
- Subject to sitting, standing, walking, bending, reaching and lifting objects up to 30 pounds.
- Occasional travel is required to attend meetings at other sites and locations, or to participate in work-related assignments.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.

This and all TRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Timberland Regional Library is also an Equal Opportunity Employer.