



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**ADMINISTRATIVE COORDINATOR,  
SENIOR  
PLANNING**

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
Phone: (757) 926-1800  
Fax: (757) 926-1825

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## **GENERAL STATEMENT OF RESPONSIBILITIES**

Under limited supervision, this position is responsible for performing specialized administrative work and coordinating functions for the department. Reports to the Director.

## **ESSENTIAL JOB FUNCTIONS**

Coordinates the administrative operations and workflow for the department. Performs complex administrative support work for the Director that requires interpretation and judgment to include preparation of the departmental budget; reviews department budget requests from staff, monitors expenditures, and initiates journal entries. Serves as the department's payroll clerk including time and attendance and reconciliation of payroll.

Responsible for the effective supervision of the department's administrative support staff including leave approval, performance management, employee relations, prioritizing and assigning work and related activities. Maintains, procures, and enters requisitions for office supplies and equipment inventories; reconciles statement and maintains files for purchases.

Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances. Screens and responds to inquiries and complaints; provides information on policies and procedures. Serves as departmental liaison with Human Resources.

Develops and maintains a divisional records management system which includes a wide variety of projects, correspondence, contracts and legislative records. Ensures all records are documented, stored, and disposed of in accordance with the Records Retention Schedule.

Performs other duties as assigned.

## **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## **REQUIRED KNOWLEDGE**

- Office Administration - Knowledge of office systems, practices, procedures and administration. Knowledge of general office equipment and personal computers to include word processing, spreadsheet, and related software.

- Supervision - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

## **REQUIRED SKILLS**

- Computer Skills - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Interpersonal Relationships/Customer Service - Develops and maintains cooperative and professional relationships with employees and the public. Effectively handles inquiries, complaints from or disputes with customers.

## **REQUIRED ABILITIES**

- Judgement and Decision Making - Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- Coordination of Work - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine and establish priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Communication -Excellent ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of customer service issues with tact, confidentiality, and diplomacy and in a confidential manner.
- Accounting/Budgeting - Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of data.

## **EDUCATION AND EXPERIENCE**

Requires an Associate's Degree and 5 - 7 years of progressively responsible administrative support experience including 2-3 years of lead or supervisory experience, or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

Acceptable general background check to include a local and state criminal history check; valid driver's license with acceptable driving record.

## **PHYSICAL REQUIREMENTS**

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

## **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

## ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.