

**CITY OF GREENBELT, MD**  
**CLASS SPECIFICATION**

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**CLASS TITLE:** Administrative Coordinator II  
**DEPARTMENT:** Multiple  
**REPORTS TO:** Supervisor

**SALARY GRADE:** 11  
**FLSA STATUS:** NE  
**DATE:** 11/2022

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**JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:**

This position provides a variety of responsible administrative services to the Department Director. The work involves the application of office management skills in organizing and supervising both routine and special activities and applying general clerical and secretarial skills as well. Work is performed under the limited supervision of the Social Services Director.

**ESSENTIAL JOB FUNCTIONS:** *(Functions vary by department, not all tasks are performed by all incumbents.)*

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Process and review payables and receivables for the department and charged and/or deposited to the proper accounts.

Provide a high level of customer service to the public, City staff, and Council Members by addressing various inquiries and requests for information.

Coordinate the administrative operations of the department by preparing reports, updating databases, filing, tracking budget expenses, composing correspondence, maintaining records, receiving incoming mail and other various office tasks.

Maintain department personnel records, calculate annual wage increases, and prepare annual performance appraisals.

Perform special projects and coordinate events for the department.

**IMPORTANT JOB FUNCTIONS:**

Represent the Department at various meetings.

Notarize documents as needed.

May supervise clerical or intern tasks.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer                              General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School Diploma or GED and, considerable progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Notary

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

All applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Local, state and federal laws and current city ordinances.

### **Skill in:**

Communicating orally and in writing with internal staff and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

Ability to work independently, multitask, and coordinate and organize multiple projects.

Sensory requirements include standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound. This is sedentary work requiring the exertion of up to 10 pounds of force rarely.

### **Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbents working conditions are typically quiet.

**NOTE:** This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.