

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 000138
Grade 28**

ADMINISTRATIVE SERVICES COORDINATOR

DEFINITION OF CLASS:

This is supervisory staff administrative work providing or coordinating provision of administrative support services in a department/agency of the County Government characterized by complex and diverse work assignments which have significant departmental impact. Contacts, both within and outside the department/agency to which an employee is assigned, include managers, supervisors and employees. The purposes of the contacts are to advise, counsel, provide recommendations, coordinate work efforts, and resolve administrative-related problems. Contacts are generally of a cooperative nature and require skill in presenting ideas, addressing groups, and resolving problems. Employees in this class provide limited direct assistance to the public.

An employee in this class, working normally under the general direction of a department/agency head, is responsible for facilitating accomplishment of the work of the assigned organization through providing, obtaining and/or coordinating essential administrative management services and integrating them with the general management of the organization. Any combination of a majority of the following services, or similar or closely related activities, will be assigned to an employee in this class: budget preparation and monitoring, coordination and control; personnel administration; fiscal planning, analysis and reporting; accounting controls; procurement; contract administration; property control; space planning; coordination/development of organization-wide standard operating procedures and automated information systems; public information; safety and training; support to committees and task forces; and serving as an administrative resource to managers and employees. Completed work is generally reviewed for feasibility and meeting objectives. The majority of assigned work is performed in alignment with prescribed administrative procedures and regulations, yet an employee has opportunity to exercise considerable independent judgment and initiative to address and resolve issues. An incumbent may research issues to develop new methods or propose new policies.

The complexity of this class of work is characterized by the diversity of assignments, many of which are either unique and/or require considerable analysis of alternative courses of action. Moreover, work involves accomplishing tasks through others, often without the authority to require completion of the work. The impact of this class of work is realized throughout the department/agency to which an employee is assigned, as properly performed work fully supports and integrates the administrative support aspects of the organization's work programs. This class is distinguished from the next lower class by: 1) the diversity and complexity of departmental operations and the resulting more detailed analysis and skill required of incumbents of this class to support these operations; 2) greater authority to deviate from and develop guidelines and procedures; 3) more difficult contacts; and 4) supervisory responsibilities (for professional and clerical staff). The work is of a sedentary nature, performed in a comfortable office setting, and presents no significant hazards to an employee.

EXAMPLES OF DUTIES: (Illustrative Only)

- Coordinates preparation of department/agency's annual budget, Six-Year Plan and Capital Improvement Plan; provides guidance to department/agency heads and managers and ensures completed documents reflect department/agency head's directives; develops and testifies about historical documentation in defense of the budget.
- Provides prompt delivery of administrative support services to department/agency staff.
- Oversees planning and coordination of the department/agency's participation in various State and Federal grant programs and contractual agreements with private vendors/consultants.
- Supervises and participates in the review of financial statements, making independent judgments and advising department/agency head and principal management personnel as appropriate; subsequent to receipt of direction, initiates requests for transfer of funds and changes to approved capital lists.
- Maintains liaison with the Office of Human Resources in order to administer personnel matters including: recruitment/selection, classification studies, grievances, training opportunities, ETAP funds, position creations, promotions, disciplinary actions, affirmative action, reductions-in-force, reorganizations, awards, benefits issues, etc.
- Oversees space allocation planning and major moves of department/agency personnel.
- Serves on various committees and boards as directed by department/agency head, representing the department/agency with other agencies, both public and private sector.
- Directs and may participate in the preparation of research projects and special studies designed to facilitate administrative support and decision making.
- Oversees development, review and revision of departmental policies and procedures in consultation with department/agency head and subordinate managers.
- Supervises preparation of a variety of monthly, quarterly, and annual personnel, financial and other special reports.
- Oversees analysis of and preparation of department/agency responses to proposed State and Federal legislation.
- Supervises development and utilization of department/agency automated management information system.
- Reviews purchase requisitions for major cost items and recommends approval or disapproval; reviews and analyzes inventory control records, implementing changes as required.
- Reviews plans for new construction or renovation of existing department/ agency facilities for appropriateness of design, location and effectiveness; recommends changes where needs of department are not met; and establishes priorities on repair projects.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of generally accepted accounting practices and procedures and program/operating and capital budgeting and control.
- Skill in negotiating agreements with others both inside and outside County government.
- Ability to rapidly acquire knowledge of County government organization and structure, County Personnel and Procurement Regulations, Administrative Procedures, collective bargaining agreements, contracting/procurement procedures, budget procedures and processes, and federal, state and local laws and regulations applicable to the programs of the department/agency where the position is located, and the ability to correctly interpret and apply them.
- Ability to plan and coordinate the administrative activities of an operating department/agency, evaluating the effectiveness of administrative functions and instituting procedural changes as

required.

- Ability to use personal computers and applications necessary to collect and analyze data and to access and produce budget/procurement documents and changes.
- Ability to effectively communicate.
- Ability to oversee development and implementation of automated management information systems.
- Ability to establish and maintain effective working relationships with organization staff (managers, supervisors and employees), County officials, citizens and representatives of a variety of agencies and groups.
- Ability to quickly analyze facts and exercise sound judgment in reaching conclusions.
- Ability to conduct personnel, budget and financial analyses of organizational operations.
- Ability to plan, organize and coordinate work in situations where numerous diverse demands are involved.
- Ability to attend meetings or perform other assignments at locations outside the office as necessary.

MINIMUM QUALIFICATIONS:

Experience: Five (5) years of administrative support experience related to the needs of the department/agency to which a position is assigned.

Education: Graduation from an accredited college or university with a Bachelor's Degree.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE: None.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review.

Class Established: August, 1973

Revised: May, 1977

January, 1988

Classification Study: September, 1995(M)

August, 2013

September, 2014