

**Brunswick County, VA**

**Title: Administrative Services Coordinator**

**Class Code: A001**



**General Description**

The purpose of this class within the organization is to perform complex administrative duties for County Administration and the Department of Economic Development.

This class works under close supervision according to set procedures.

**Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

Implements, coordinates and monitors general and specific program services, policies, and procedures.

Researches, reviews, and recommends improvements to operational procedures protocol.

Ensures compliance of procedural and operational guidelines within established time frames. Monitors work assignments.

Collects and assembles a variety of information from within and outside the agency and analyzes the information to reach logical conclusions and makes recommendations in order to assist professionals in performing their work and resolving problems.

Serves as department liaison with consultants, municipal representatives, community boards, professional associations and others as directed.

Prepares and maintains a variety of reports and records.

Composes a variety of correspondence to include; letters, memos, and e-mails.

Plans, coordinates and monitors program services and special events, projects, and functions such as retreats, meetings, conferences, training programs, seminars, community-wide events, etc.

Performs general office support duties to include, but not limited to, conducting research of property, directing incoming telephone calls and messages to the appropriate administrative office personnel, screening and distributing incoming mail and ensures that materials are routed to the appropriate person for action or review and are responded to within required time frames, scheduling and coordinating arrangements for meetings, filing documents, typing correspondences.

**This Class Description does not constitute an employment agreement between the County and an employee and is subject to change by the County as its needs change.**

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**Minimum Education and Experience Requirements:**

Requires bachelor's degree in Business Administration or related fields or training equivalent to four years college education.

**Special Certifications and Licenses:**

None.

**Americans with Disabilities Act Compliance**

Brunswick County is an Equal Opportunity Employer. ADA requires Brunswick County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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