



# Administrative Coordinator

Department: Planning & Community Development

Revised: May 2025

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## DESCRIPTION

Under the supervision of the Director and Deputy Director, the Administrative Coordinator provides support for PCD staff, the zoning program, and special projects. Work involves a variety of clerical duties that are routine in nature and are carried out in accordance with general work instructions and established clerical practices and procedures. Work involves substantial interaction with the public in an information and initial contact capacity. Work direction is received regularly from other professional staff and the Administrative Specialist.

## DETAILED DUTIES

- Responds to and helps citizens, sub-dividers, and developers with services of PCD. Assists the public with preparation of forms and statements, and explanation of department procedures and policies.
- Lead responsibility for subdivision and land development plan intake.
- Supports zoning, subdivision and stormwater application intake.
- Receives, screens, and routes telephone calls and visitors. Answers or refers inquiries or requests for information from other agencies and the public.
- Files and retrieves correspondence, reports and other documents. Maintains the security and confidentiality of documents and files.
- Attends LCPC and ZHB meetings if the Administrative Specialist is unavailable; prepares and processes meeting minutes.
- Provides project management support for PCD project including: fiscal oversight, invoice tracking, invoice processing, and grant/project reporting.
- Operates computer software (including word processing, spreadsheet, and database input) and other standard office equipment.
- Proofreads typed material.
- Transcribes dictated or recorded material.
- Primarily responsible for outgoing mail; including development and update of mailing lists and mass mailings using mail-merge software.
- Produces (including copying or arranging for printing, assembly, binding) study reports and other documents.
- Assists with outgoing mail; including development and update of mailing lists and mass mailings using mail-merge software.
- Controls petty cash, including paying out requests from County employees, and securing receipts for audit purposes. Maintains ledgers and logs, and makes bank deposits.
- Assists Administrative Specialist and staff in accounting, budgeting or other administrative tasks.
- Orders and obtains office supplies and forms.
- Shares reception, phone answering, outgoing mail, filing, faxes, photocopying, and other office functions with the Administrative Specialist.

- Assists professional and technical staff with data entry, map digitizing, and deed researching/filing.
- Performs related work as needed.

### **SUPERVISORY RESPONSIBILITIES**

None

### **WORKING CONDITIONS**

Normal office conditions, occasional evening meetings.

### **JOB REQUIREMENTS**

- An Associate's degree in the clerical field or related, and two (2) years related experience.
- Ability to effectively operate a personal computer, and other general office equipment.
- Thorough knowledge of modern office practices and procedures.
- Thorough knowledge of the functions, procedures, organization, and governing laws and regulations of the administrative unit involved.
- Ability to compile clear and concise correspondence.
- Ability to understand and carry out moderately complex oral and written instructions.
- Ability to maintain effective working relationships with associates, officials and the general public.
- Ability to compose original correspondence using a precise command of grammar, punctuation, spelling and the correct usage of the English language.
- Ability to work independently, use initiative and make substantive decisions responsively
- Ability to consistently multi-task while accurately attending to detail.
- Ability to analyze problems and coordinate solutions.
- Thorough knowledge of Microsoft Word, Microsoft Excel, and Adobe Acrobat
- Ability to understand and carry out moderately complex oral and written instructions and compile clear, concise routing reports with limited instruction.
- Ability to perform other tasks or office functions as assigned.
- Possession of a valid Pennsylvania driver's license.
- Must submit to and pass a pre-employment drug screening and background check per County policy.

### **Company Description**

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

**County of Lycoming is an Equal Opportunity Employer**