



Road Commission of Kalamazoo County

Position Administrative Coordinator
Department Administrative
Location Kalamazoo, MI
Salary Range \$26.27 - \$31.52 (Non-Exempt)

Road Commission of Kalamazoo County (RCKC) is seeking qualified applicants for the position of **Administrative Coordinator**. The Administrative Coordinator performs a wide variety of clerical and administrative tasks and supports functions essential to the daily operations of the organization.

HIGHLIGHTED BENEFITS INCLUDE:

- Health and dental insurance that starts on your first day
- Pension – 100% paid by RCKC
- 11 paid holidays
- Paid vacation and sick leave
- Tuition Reimbursement
- Short-term disability
- Life insurance

SCHEDULE:

Monday through Friday, 7:30 AM to 4:00 PM with potential for overtime.

ESSENTIAL DUTIES:

An employee in this position may be called upon to do any or all of the following essential duties (these examples do not include all the duties which the employee may be expected to perform)

- Professionally and positively answers telephone calls and responds to routine inquiries and/ or transferring the call to the proper individual or office. Professionally and positively greets visitors and directs them to the proper office and/or answer inquiries.
- Responsible for maintaining the mailing and contact lists for all township officials, and other local elected or appointed officials.
- Answers calls and prepare service requests to be forwarded to staff for response. Returns citizen calls with information concerning their service issue, as instructed.
- Responsible for maintaining and preparing staff calendar with events/meetings.

Road Commission of Kalamazoo County

- Responsible for maintaining inventory levels of office equipment supplies and coordinating the procurement of toner, cartridges, waste containers, fusers and other materials necessary for the efficient operation of office equipment.
- Responsible for maintaining adequate inventory levels and coordinating the ordering and procurement of organization supplies, including janitorial, kitchen and restroom supplies.
- Responsible for maintaining both the organization's office supply room and building janitorial room in clean, organized, and orderly manner.
- Responsible for maintaining the front lobby including brochures, forms, and notices. Ensure the lobby is maintained in a clean and presentable manner.
- Responsible for maintaining office equipment by coordinating and scheduling service, maintains postage funds and servicing, processing all incoming and outgoing mail.
- Responsible for maintaining training rooms and public meeting spaces and provides coordination and support for internal and external meetings, training sessions, and organizational events.
- Coordinate the organization and maintenance of electronic documents and records on the RCKC Shared Drive to ensure efficient retrieval and compliance with recordkeeping and retention standards.
- Other duties as assigned.

EMPLOYMENT QUALIFICATIONS:

Education: High school diploma/ GED. Preferred minimum of Associates degree in a business-related field, or equivalent. Preferred minimum of 3 years of administrative experience.

Other Requirements: Computer skills including Microsoft Office, Excel, and Outlook, Possession of a valid driver's license. Strong organizational, planning, customer service and communication skills.

For additional qualifications and complete job description please refer to the RCKC website at www.kalamazooountyroads.com "About Us" tab. To apply for the Administrative Coordinator position please send your resume to hr@kalamazooountyroads.com or USPS to the RCKC 4400 S 26th St Kalamazoo, MI 49048. Candidates requiring confidentiality should so indicate. *Please no phone call position inquiries.*



ADMINISTRATIVE COORDINATOR

Position Summary:

The Administrative Assistant is the first point of contact for telephone inquiries and visitors to the RCKC, requiring a professional, courteous, and positive attitude. This position performs a wide variety of clerical and administrative duties while providing essential support to the daily operations and overall efficiency of the organization.

Key Responsibilities:

- Professionally and positively answers telephone calls and responds to routine inquiries and/ or transferring the call to the proper individual or office. Professionally and positively greets visitors and directs them to the proper office and/or answer inquiries.
- Responsible for maintaining the mailing and contact lists for all township officials, and other local elected or appointed officials.
- Answers calls and prepare service requests to be forwarded to staff for response. Returns citizen calls with information concerning their service issue, as instructed.
- Responsible for maintaining and preparing staff calendar with events/meetings.
- Responsible for maintaining inventory levels of office equipment supplies and coordinating the procurement of toner, cartridges, waste containers, fusers and other materials necessary for the efficient operation of office equipment.
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ADMINISTRATIVE COORDINATOR

Duties are not listed in order of priority, are typical of duties and responsibilities that may be performed by the person holding this position and will be done at the direction of the supervisor within the organizational chart. Duties may be added, deleted, or modified at any time. They are not to be constructed as an exhaustive list of all job duties.

Qualifications:

Education and Experience:

- High School Diploma/ GED
- Preferred minimum of an Associate's degree in a business-related field.
- A minimum of 3 years of administrative experience.
- Experience in Microsoft Word, Microsoft Excel, and Microsoft Outlook

Technical Skills:

- Strong, positive customer service
- Communication skills
- Strong organizational skills
- Ability to multi-task and prioritize
- Positive attitude
- Proven leadership skills
- Proven planning skills
- Ability to work well in a team environment

Other Requirements:

- Position requires possession of a valid driver's license

FLSA Status: Non-Exempt

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements:

This job requires the ability to perform the essential functions contained in this description. These included, but are not limited to, the following requirements. Reasonable accommodation will be made for otherwise qualified applicants unable to fulfill one or more of the requirements.



ADMINISTRATIVE COORDINATOR

Essential physical requirements include:

- Ability to enter and retrieve documents from office filing systems
- Bending, kneeling, stooping, and crouching to file and retrieving items from file cabinets and shelves
- Ability to sit for long periods of time to enter data into a computer
- Ability to enter and retrieve information from a computer
- Ability to access maps and other records and documents of the commission
- Ability to operate various office equipment
- Ability to utilize various software maps and drawings
- Ability to operate an automobile

Working Conditions:

- Works in office conditions