



## Gloucester County Job Description

**POSITION:** Administrative Coordinator  
**DEPARTMENT:** Economic Development  
**JOB CODE:** 052  
**FLSA:** Non-exempt

**GENERAL STATEMENT OF JOB:** Under general supervision, performs advanced administrative support work for Economic Development Department and the Economic Development Authority (EDA). Position also performs routine administrative support duties for County Administration. Employee must exercise independent judgment, initiative, and attention to detail in completing job duties. Employee must also exercise tact and courtesy in frequent contact with program participants and the general public. Reports to the Director of Economic Development.

### ESSENTIAL JOB FUNCTIONS:

1. Develops and maintains database of County businesses and available commercial or industrial sites or buildings; maintains buildings and sites information on the Virginia Economic Development website; develops and maintains industry specific mailing lists.
2. Designs and maintains website for Economic Development; updates website content for assigned department(s), updates shopping and dining map through Arc GIS, Updates Facebook page with current events/marketing, creates and distributes business monthly e-newsletter, creates and distributes Home-Based "Pack a Lunch and Learn" series invitation e-blast.
3. Identifies, compiles and publicizes resources for existing and prospective businesses, with a focus on small businesses. Produces monthly Economic Development Newsletter; highlights new businesses, available resources and upcoming events of interest to the business community.
4. Serves as clerk to the Economic Development Authority (EDA); attends quarterly and special called meetings; takes, transcribes and distributes meeting minutes; posts minutes to website; prepares agenda packets; arranges meeting room set-up and procures refreshments; processes EDA accounts payables; compiles and submits financial documents to accountant.
5. Performs clerical and administrative duties in support of Economic Development and County Administration. Retrieves and distributes mail; schedules meetings and appointments; schedules use of conference rooms for meetings, trainings, etc.; establishes and maintains files; makes travel arrangements; orders office supplies; schedules maintenance of office equipment; compiles monthly department reports and posts to website.
6. Performs bookkeeping duties for assigned department(s); reviews invoices and receipts for discrepancies; prepares vouchers and purchase orders; administers P-Card program for department(s); maintains financial records and monitors expenditures; assist with budget development.
7. Answers telephone for Economic Development and County Administration; greets visitors; receives in-person, mail and electronic inquiries, and provides information or refers inquiries to appropriate personnel; applies knowledge of department(s) programs, operations, and administrative policies and procedures.
8. Coordinates and schedules business appreciation and small business educational/consulting events such as, Home-Based Business Lunch and Learn, quarterly business breakfast, Virginia Tech Business Lunch and Learn sessions, and monthly counseling meetings between local businesses and the Hampton Roads Small Business Development Center. Picks up and delivers program/event supplies. Creates marketing materials for quarterly events.
9. Coordinates registration of Board members for conferences, trainings, meeting and special events requiring RSVP; makes accommodation reservations; prepares travel reimbursements.

10. Creates letters, memorandums, monthly reports, programs, brochures, invitations and other documents using a variety of formats; assumes responsibility for correctness of spelling, punctuation, format and grammar.
11. Performs other duties as assigned.

### **EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS**

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.)

### **JOB LOCATION AND CONDITIONS:**

Work is typically performed in an office setting with minimal exposure to hazardous chemicals or fumes.

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

Broad knowledge of personal computers and commonly used Microsoft Office software products to include Outlook, Word, Excel, Access, Power Point and Publisher, and portable document file (PDF) software.

General knowledge of office practices and procedures, organization and function of Economic Development, County Administration, and the Board of Supervisors.

General knowledge of resources available to the business community (existing and prospective).

Ability to schedule and coordinate a variety of diverse activities, to organize project assignments, to obtain and apply data, and to analyze and process such information.

Ability to prepare correspondence, reports, budgets, letters, memos, reports, spread sheets, agendas, etc., with the proper format, punctuation, spelling and grammar, using all parts of speech.

Ability to be conversant in the theory, principles and methods of effective and persuasive speaking, voice and diction, phonetics, and discussion and debate.

Ability to deal effectively with people beyond receiving instructions.

Ability to comprehend or understand instructions and underlying principles; to reason and make judgments; to understand and follow oral and written instructions; to make decisions in accordance with established procedures and policies; to guide and/or give instructions.

Ability to present information or ideas clearly.

Ability to speak/talk, hear/listen and read.

Ability to perform arithmetic operations; to perform accurate calculations aided by calculator, adding machine or measurement device.

Ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Ability to perform under moderate levels of stress in both emergency and daily situations. Min

**EDUCATION AND EXPERIENCE:**

Associate's degree with coursework in business administration, marketing, computers, accounting, or related field.

Three (3) to five (5) years of directly related experience.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid driver's license; possess and maintain a driving record that meets established Gloucester County Driving Standards.

**PHYSICAL REQUIREMENTS:**

<b>C</b> = Continuous – over 6 hours a day <b>F</b> = Frequent – between 3 and 6 hours a day	<b>O</b> = Occasional – less than 3 hours a day <b>I</b> = Intermittent–several times a week/month	<b>P</b> = Periodic – several times a year <b>N/A</b> = Not applicable to position
---	---	---

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dusty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input type="checkbox"/>
Color Vision	<input type="checkbox"/>
Peripheral Vision	<input type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input checked="" type="checkbox"/>