

# ADMINISTRATIVE COORDINATOR II

Public Works | Government Buildings



## JOB RESPONSIBILITIES

The Terrebonne Parish Consolidated Government's Administrative Coordinator II is responsible for providing clerical support and managing vendor interactions for the Government Building Division.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Monday to Friday

#### SHIFT

7 a.m. to 4 p.m.

#### LOCATION

Government Tower – 3<sup>rd</sup> Floor

#### REPORTS TO

Facilities Manager

#### PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

#### WORK ENVIRONMENT

Primarily in a standard office setting with frequent interaction with staff, vendors, and the public, requiring the ability to operate a fast-paced administrative environment.

#### EMERGENCY EVENTS

Not required to work during emergency events.

#### REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will complete a wide range of administrative duties, including scheduling services, processing invoices, maintaining records for building and equipment maintenance, and supporting the Facilities Manager with reports, correspondence, and other clerical tasks.

The Administrative Coordinator II will handle incoming calls, manage department files, assist with special projects, and oversee the ordering and tracking of supplies. Additional responsibilities include managing contact databases, preparing payroll, assisting with meetings, and maintaining spreadsheets for project expenditures.

### JOB DUTIES

- Perform a wide range of clerical and administrative duties, including scheduling services, processing invoices, and maintaining detailed records for building and equipment maintenance.
- Prepare, edit, and format reports, correspondence, letters, and memos as requested by the Facilities Manager.
- Answer and route incoming calls, determine the level of assistance required, and forward maintenance needs or messages to the appropriate personnel.
- Assist division staff with daily administrative tasks, special assignments, and division projects.
- Organize and maintain departmental files, records, and documentation in accordance with parish retention procedures, including the setup, labeling, updating, and archiving of files.
- Manage incoming mail; perform document scanning, copying, and faxing as required to support division operations.
- Obtain and submit vendor quotes for approval; prepare purchase requisitions; and process receiving documents and invoices for both materials and contracted labor.
- Order, track, and maintain inventory of department and janitorial supplies to ensure adequate stock levels.
- Develop, update, and maintain spreadsheets tracking renovation project expenditures, equipment needs, and operational costs.
- Organize, prepare for, and assist with departmental meetings, including scheduling, assembling materials, and documenting action items when necessary.
- Enter annual budget information and updates into the AS/400 system as directed.
- Maintain and update vendor contact records to ensure accurate and current information for all service providers.
- Maintain a Monthly Maintenance Log to document reported issues, completed work, and outstanding maintenance items.

## JOB DUTIES CONTINUED

- Assist with administrative switchboard duties when needed.
- Support special projects and provide general assistance to the Facilities Manager and division staff as required.
- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

## SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates the ability to guide and support teams during maintenance operations and emergency situations.
- **Time Management:** Must be able to manage time effectively to complete assigned work orders and to address additional issues or required repairs promptly.
- **Analytical Skills:** Ability to identify issues quickly, assess risks, and determine effective solutions for repairs or maintenance.
- **Communication Skills:** Strong ability to communicate clearly to report problems or repair needs, follow instructions, and collaborate with team members and supervisors.
- **Organizational Skills:** Capable of managing and prioritizing multiple tasks to ensure all work is done efficiently while meeting safety and quality standards.
- **Technical Skills:** Proficient in the use of hand tools, power tools, and metering devices for building maintenance and repair. Knowledge of HVAC systems, plumbing, electrical, and carpentry. Basic math skills for calculating materials, measurements, measure areas and volumes, convert units, use ratios for mixing, and perform electrical calculations for installations and repairs.
- **Qualifications:**
  - High school diploma or equivalent (GED) required.
  - Minimum of two (2) years experience in building maintenance or construction.

