

# ADMINISTRATIVE COORDINATOR II



Finance | Purchasing

## SUMMARY

Assist in developing, implementing, and maintaining procedures for control of property. Conduct inventory and audits. Prepare agendas and bid packages.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Monday to Friday

#### SHIFT

8 a.m. to 4:30 p.m.

#### LOCATION

301 Plant Rd.

#### REPORTS TO

Purchasing Manager

#### PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)

#### WORK ENVIRONMENT

- Indoors and outdoors in various climates and conditions, including exposure to noise, heat, cold, and dust
- Frequent interactions with members of the public

#### EMERGENCY EVENTS

May be required to work during emergency events.

Questions? No problem! Email us at [employment@tpcg.org](mailto:employment@tpcg.org).

## ESSENTIAL FUNCTIONS

- Maintain real property, fixed assets, and surplus property files that are readily accessible which include but are not limited to: deeds, surveys, maps, photographs, and appraisals.
- Coordinate delivery of obsolete or unusable equipment for surplus and manage the control of surplus property (e.g., the sale of obsolete equipment and internal reassignment or equipment).
- Prepare agenda items and bid packages for surplus items and/or adjudicated property; prepare resolutions and ordinances for donation of obsolete or unusable property to non-profit organizations.
- Coordinate with the Departments of Finance and Planning and Zoning on leasing properties, monitoring property use, cutting grass, and keeping up with current insurance certificates and terms.
- Coordinate with the public the viewing of surplus items and/or adjudicated real property.
- Maintain motor vehicle files (titles, etc.)
- Conduct periodic inventory and/or audits of TPCG fixed assets, coordinate reports and findings with the Accounting Division staff, and assist Accounting staff with year-end balancing of fixed asset audit schedules.
- Assist with filing, correspondence, buying, and public bids.
- Perform other duties as assigned by supervisor.

## GENERAL REQUIREMENTS

- Strong verbal and written communication skills and ability to research and write reports.
- Strong work ethic and willingness to accept other work assigned by supervisor.
- Must have good knowledge of local geography.
- Proficient in using word processing and spreadsheet applications.

## EDUCATION, EXPERIENCE, AND LICENSES

- Must have a high school diploma or GED.
- Must have at least three (3) years of administrative clerical experience.
- Minimum of one (1) year experience in public purchasing preferred.