



COUNTY OF NYE

CLASS TITLE: ADMINISTRATIVE TECHNICAL COORDINATOR

BASIC FUNCTION:

Under the direction of the Department Manager, and in coordination with On-Site Representative and other project staff, responsible for coordination of Pahrump, Las Vegas, and Nevada Test Site office activities including coordination of contractor activities with project staff and performance of support activities for project staff as assigned. Supervises office clerical staff.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Ensure that contractor and vendor invoices are reviewed, audited, approved and submitted for payment. Monitor project expenditures; prepare analysis and/or reports as appropriate.
2. Assist in preparation of grant requests; prepare reports for grant monitoring and compliance; prepare requests for grant reimbursements or advances.
3. Develop and standardize office procedures; coordinate and standardize hard copy and electronic data and information management and transfer among office personnel and contractors; ensure compliance by clerical and secretarial staff to departmental quality assurance procedures.
4. Supervise clerical and secretarial personnel; ensure training of personnel regarding office procedures and County policies.
5. Coordinate purchasing; maintain inventory of office property in compliance with County policies. Coordinate arrangements for conferences, tours, meetings, travel and special events.
6. Maintain work breakdown structure (WBS) spreadsheets; prepare monthly reconciliations and/or reports and/or projections of expenditures and funding; coordinate maintenance of financial data filing system.
7. Provide support to department manager and on-site representative for special projects, as requested; other duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Any combination equivalent to graduation from high school or G.E.D. and/or work experience directly related to the duties and responsibilities of the class including clerical, secretarial, supervisory, accounting, budgeting, purchasing and office

administration. Knowledge of office practices, procedures and commonly used equipment including a personal computer and basic software.

LICENSES:

Valid Nevada driver's license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Supervises Pahrump office secretarial/clerical staff.

CONTACTS:

Co-workers, other department/County personnel; various agencies; local businesses/associations; and the general public.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal office environment; occasional visits to field sites which may involve dusty conditions and/or adverse weather conditions.