

COON CREEK WATERSHED DISTRICT

Position Description

I. Position Title:

Administrative Services Coordinator

Revision Date:	9/26
Status:	Exempt

II. Position Authorization

The position supports the District's administrative, personnel, records, and organizational functions under applicable watershed district authorities and state and federal requirements governing employment, payroll and benefits, records, government data, public administration, and contracting.

III. Position Purpose(s)

Lead and coordinate the District's Administration Program, including human resources and personnel administration; payroll and benefits coordination; records retention and data practices; Board administrative support; and internal administrative systems. Supervise assigned administrative staff and maintain reliable, compliant, and adaptable administrative services that support the District's programs, employees, Board, partners, and public.

IV. Essential Duties

1. Program Leadership and Administration

- Lead Administration program work planning, budget development and administration, reporting, workload and capacity management, records, service continuity, and coordination with the District Administrator and other programs.
- Supervise the Administrative Assistant and assigned administrative support, including work assignment, priorities, review, training, development, coverage, and performance management.
- Develop, maintain, and improve practical administrative procedures and systems for recurring agency work and identify service, staffing, workload, or process improvements.

2. Human Resources and Personnel Administration

- Lead and coordinate the District's human resources and personnel administration functions and serve as the primary internal HR resource for employees, supervisors, and the District Administrator.

- Coordinate recruitment and hiring administration, onboarding and offboarding, personnel records, employee data and personnel actions, leave and attendance administration, performance review process administration, employee relations support, and related HR processes.
- Maintain and support personnel policies, position description and classification records, required notices and forms, confidential employee records, and employment compliance tracking.
- Coordinate with legal counsel, external HR support, benefit providers, and other specialized resources when additional expertise, capacity, or independent support is appropriate.
- Maintain confidentiality and exercise sound judgment when handling personnel information and employee matters.

3. Payroll, Benefits, and Financial Administration Coordination

- Lead payroll, timekeeping, and benefit administration in coordination with Finance and external providers.
- Coordinate and review employee timekeeping, leave and payroll inputs, personnel changes, and supporting documentation, and participate in payroll review and approval workflows.
- Administer employee benefit enrollment, open enrollment, benefit changes, provider communication, employee guidance, and related records.
- Administer assigned HR, payroll, and benefit systems and maintain recurring compliance and renewal requirements associated with payroll, leave, benefits, and employment administration.
- Coordinate closely with the Financial Management Coordinator to maintain appropriate separation of duties, continuity, backup coverage, and required review or authorization within payroll, benefits, banking, payment, purchasing, and related administrative financial processes.

4. Records, Data Practices, Training, and Administrative Compliance

- Lead the District administrative framework for official records, records retention, public data practices, and assigned administrative compliance systems.
- Coordinate the records retention schedule, records inventories, retention procedures, digital document systems, official copy guidance, public data request processes, and records disposition controls.
- Maintain or coordinate administrative compliance calendars, required designations and inventories, recurring administrative filings and renewals, and related documentation.
- Coordinate agency wide administrative, compliance, and safety training administration, including recurring training requirements, scheduling, records, and follow-up, in coordination with supervisors and subject matter resources responsible for technical or program specific content and implementation.

- Provide staff guidance on records, data practices, assigned administrative compliance requirements, and related administrative processes.

5. Board Administrative Support and Official Records

- Attend Board meetings or other District meetings as needed to provide backup administrative support, present assigned administrative matters, or support Board administrative processes. Some meetings may occur outside regular business hours.
- Provide supervision, backup, quality review, and continuity for routine Board administrative processes.
- Supervise and back up the Administrative Assistant's routine Board packet, notice, meeting logistics, minutes, posting, resolution, and official record workflows.
- Coordinate with the District Administrator, Finance, PGR, legal counsel, and program staff to maintain accurate and timely Board administrative processes and records.
- Maintain or support official administrative and governance records, policy files, resolutions, Board action records, and related documentation.

6. Administrative Systems and Shared Agency Support

- Coordinate assigned administrative contracts and vendor relationships, including records, renewals, routing, procurement documentation, insurance and claims administration, due diligence, and related administrative controls.
- Oversee office and front office administrative workflows through the Administrative Assistant, including routine office services, meeting and visitor logistics, notary and records support, staff events, and general administrative coordination as assigned.
- Provide administrative support for shared information technology and telecommunications, facilities, and fleet functions where those systems intersect with employee onboarding/offboarding, access and account administration, equipment and workspace coordination, records, contracts, procurement, insurance, scheduling, or other administrative controls; coordinate with the assigned program owner and external provider
- Support the District Administrator on administrative policy, organizational continuity, special administrative projects, and other agency wide administrative needs.

V. Other Duties

Perform other duties as assigned by the District Administrator within the general scope and level of the position and District needs.

VI. Qualifications

Experience: Five or more years of progressively responsible experience in human resources, personnel administration, payroll and benefits administration, public or business administration, administrative services, or closely related work. Experience must include substantial responsibility for human resources or personnel administration and recurring administrative systems or compliance processes. Public sector experience is preferred.

Education: A bachelor's degree in human resources, public administration, business administration, organizational management, or a related field is preferred but not required. Relevant education, professional training, and certifications may be considered in evaluating qualifications.

Supervisory Experience: Prior supervisory, lead worker, or comparable work coordination experience is preferred but not required.

Certifications/Licenses: None required. Minnesota Notary Public commission is preferred.

Knowledge of: Working knowledge of human resources and employment administration, payroll and benefits coordination, personnel records and confidentiality, records retention and data practices, administrative procedures and compliance systems, public administration, vendor coordination, and basic public procurement and contracting processes.

Skills and Abilities: Ability to communicate professionally; organize and manage recurring processes and deadlines; exercise discretion and independent judgment; maintain confidentiality; supervise and support staff; research and interpret administrative requirements; improve systems and procedures; work effectively across administrative and financial functions; and recognize when additional legal, HR, technical, financial, or other specialized support is appropriate.

Technology: Ability to use common office software, HR/payroll and benefits systems, document management and electronic record systems, email, shared files, and other administrative technology, and to learn District specific systems and provider platforms.

Travel: Ability to meet occasional local travel requirements associated with District business.

VII. Working Conditions

Work is performed primarily in a general office setting and involves frequent interaction with employees, applicants, Board members, vendors, public agencies, consultants, and members of the public. The position regularly handles confidential and sensitive information and recurring deadlines. The employee may sit or stand for extended periods and may occasionally move records, files, supplies, or office equipment within reasonable office limits.

VIII. General Statement

This position is subject to a 12-month training/introductory period upon appointment.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to imply or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

Employee:	Date:
District Administrator:	Date: