Job Code: 0677  
Job Title: Sr Coordinator Admin Services  
Job Family: General Administration  
Pay Grade: 009  
Job Sub-Family: Administration  
Union Code: O9N  
FLSA Status: E  
Career Level: Professional Level P2  

Under administrative direction; is responsible for the management or coordination of a function(s) for a department; or a group of professionals. Has broad decision making authority; judgement and independence; and originates new concepts or approaches; policies and procedures; and directs their implementation. Requires extensive knowledge of business administration and office practices and procedures in order to perform moderately complex duties in supporting operations of a department or unit. Coordinates and manages special functions and activities. May supervises and evaluate; as needed; 1