



LANGLADE COUNTY JOB DESCRIPTION PART-TIME ADMINISTRATIVE COORDINATOR

Department: Administration
Reports to: Administrative Committee, County Board of Supervisors
Wage: Commensurate with Experience
FLSA Status/Hours: Exempt/Part-Time 20 Hours per week (Max. 1200 hours per calendar year).
Revised: 11/2025

Summary:

The Part-Time Administrative Coordinator performs the duties outlined in Wis. Stat. §59.19 and supports the County Board by coordinating key administrative functions, policy implementation, and communication across County departments. This role ensures consistent operations within a part-time schedule and provides professional administrative support to the Board and committees.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential function satisfactorily and in a timely manner. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Assist in implementation, enforcement and monitor compliance of County Board policies, resolutions, plans, resource allocations and directives.
- Provide policy and procedural guidance to departments; recommend improvements, as needed.
- Assist in the preparation of agendas, reports, and materials for County Board and committee meetings.
- Attend County Board meetings and attend committee meetings as requested.
- Provide regular updates to the County Board on administrative activities and project status.
- Maintain communication with department heads to identify needs, support operations, and ensure alignment with County goals.
- Assist oversight committees in supervising and evaluating non-elected department heads.
- Within delegated parameters, assist in processing requests for emergency authorization from Committee chairman, as needed.
- Assist with evaluating staffing needs and reviewing requests to fill or create positions.
- Support the development and monitoring of the County's strategic plan.
- Assist in preparing the annual budget and monitoring departmental spending.
- Conduct research, prepare reports, and support County projects as assigned.
- Serve as a point of contact for public inquiries and intergovernmental communication; serve as spokesperson for the Board as requested.
- Perform other related duties as assigned by the County Board or Chairperson.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*



Education and/or Experience:

- Bachelor’s Degree in Public Administration, Business Administration, Finance, or related field required.
- Minimum three (3) years of progressively responsible administrative or governmental experience.

Knowledge, Skills and Abilities:

- Knowledge of public administration and Wisconsin county government operations.
- Strong communication, analytical, and organizational skills.
- Ability to work effectively with elected officials, department heads, and the public.
- Ability to manage priorities within a part-time schedule.
- Ability to maintain confidentiality and use sound judgment.

Technological Skills:

- Working knowledge of Windows and Microsoft Office Suite.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is regularly required to talk or listen.
- The employee frequently is required to stand, walk and sit.
- The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Normal office working environment with little or no discomfort from temperature, dust, noise, wetness or the like.
- The noise level in the work environment will range from quiet to moderately loud.

Langlade County is an Equal Opportunity Provider/Employer. In compliance with the American Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Administrative Coordinator Signature

Date

County Board of Supervisors Chairperson

Date