



## **Coordinator, Administrative**

### **SALARY GRADE: 15**

**PURPOSE OF POSITION:** To provide administrative support to the Department or Division by maintaining daily operations and ensuring the efficiency and effectiveness of the Department or Division and its ability to deliver consistently high quality service to the City.

#### **ESSENTIAL FUNCTIONS:**

- Coordinates all administrative management functions within the Department, including personnel, training, space planning, completion of accident reports and inventory control.
- Coordinates all routine operational management functions within Department, including purchasing, staffing, building, equipment and vehicle maintenance, lot mowing and demolitions.
- Prepares correspondence such as, letters, memoranda, reports, affidavits, and other materials.
- Enters a variety of data into computer system; prepares reports, updates files.
- Researches and collects information on operational and administrative problems, analyzes findings, and makes reports to Department Head.
- Coordinates the inventory and disposal of Department property and equipment; plans and conducts annual inventories, maintains current inventory and arranges for the transfer of property and equipment in accordance with applicable regulations.
- Participates as a principal with the Department/Division Head in planning, conducting, coordinating and implementing special studies and projects.
- Prepares Department payroll and ensures conformance with approved budget.
- Maintains complete stock of all office supplies and keeps accurate inventory of supplies and forms.
- Prepares sensitive and confidential personnel and other documents for senior Department management staff.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

#### **JOB BASED COMPETENCIES:**

- Knowledge of general office computer skills.
- Knowledge of the operations and functions of City government including city-wide computer programs (i.e. FMS, STEP, etc.).
- Ability to understand and carry out complex directions, oral and written.
- Knowledge of principles, procedures, processes and requirements comprising standard administrative management functions, such as finance, accounting, organizational and functional analysis, office planning and scheduling, and similar functions and activities.
- Knowledge of public administration, particularly those aspects specific to municipal administration.
- Ability to research information involving complex and unusual problems, analyze data to make sound business decisions and/or arrive at valid conclusions and recommendations and prepare appropriate action plans.

- Ability to communicate effectively and clearly, both orally and in writing and to prepare succinct, coherent and technically accurate reports and analyses.
- Ability to establish and maintain effective working relationships within the Department, with other City officials and other employees, as well as consultants, contractors, vendors, and members of the public.

**PUBLIC CONTACT:** Contacts are an essential component of this position. The incumbent interacts frequently with officials and employees of other City and County departments, vendors, contractors, members of community-based groups and other members of the public. Public interactions usually occur in response to inquiries and/or concerns about Department activities, or similar issues.

**ORGANIZATIONAL STATUS:** Under the direction of and responsible to the Department Head or designated representative.

**SUPERVISION EXERCISED:** Supervision is exercised over subordinate clerical personnel, when assigned.

**PHYSICAL REQUIREMENTS:** This is light work performed in an office environment and requires no unusual physical demands. Visual acuity is required for reviewing and maintaining computer and written files, and for observing work being performed by contractors and/or vendors. Incumbent is required to have sufficient hearing ability to perceive information at normal spoken word levels. Manual dexterity to operate standard office computer and other equipment is required.

**MINIMUM QUALIFICATIONS:**

<p><b>Coordinator, Administrative</b></p> <p><b>Job Code:</b> 01.23 <b>Salary Grade:</b> 15 <b>FLSA:</b> Non-Exempt <b>Union:</b> Non-Represented</p>	<ul style="list-style-type: none"><li>• Associate Degree from an accredited college or university with major course work in public, municipal, or business administration/management.</li><li>• Three (3) years of general office experience; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities.</li><li>• Ability to type at the rate of 40 words per minute is required.</li></ul>
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**TRAINING REQUIREMENTS:** ICS 100 and IS 700