

ADMINISTRATIVE COORDINATOR
(An Unclassified, At-Will Position)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction, serves in the capacity of a confidential Administrative Coordinator for a large, multi-functional department; provides on-going supervision to administrative support staff; performs a wide variety of responsible, confidential, and complex administrative, technical, programmatic, and secretarial duties to relieve assigned executive staff of technical, as well as general administrative details; participates in the development, implementation, and administration of administrative policies, procedures, and programs; performs a full range of general accounting and bookkeeping duties for the assigned area; prepares a variety of fiscal, administrative, and operational reports; and serves as a liaison with other City departments and staff, outside agencies, and the general public.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Serves in the capacity of a confidential Administrative Coordinator for a large, multi-functional department, independently planning and coordinating administrative support functions and services.
- Plans, directs, coordinates, and reviews assigned activities and operations of the department including assigned accounting, administrative support, technical, and/or programmatic service areas; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems; recommends improvements in work flow, procedures, and use of equipment and forms; implements improvements as approved.
- Participates in the selection, training, and evaluation of assigned administrative support personnel; provides or coordinates staff training; works with employees to correct deficiencies; recommends discipline and termination procedures.
- Conducts research, prepares, revises, and implements various administrative policies, procedures, rules, and regulations in accordance with sound organizational practices; develops and revises office forms and report formats; establishes procedural manual for clerical support services for assigned areas.
- Serves as primary contact and liaison for assigned functions and programs with other City departments and staff, the general public, and outside agencies and organizations; negotiates and resolves sensitive and controversial issues; explains, justifies, and defends programs, policies, and activities.
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the position or by management staff; writes reports that present and interpret data, identify alternatives, and make and justify recommendations.
- Performs a wide variety of complex, responsible, and confidential duties for assigned Department Director and/or other management and department staff; relieves management staff of administrative work including investigating and answering complaints and providing assistance in resolving operational and administrative problems.

CITY OF ESCONDIDO

Administrative Coordinator (*Continued*)

- Types, word processes, and proofreads a wide variety of reports, letters, memoranda, correspondence, and statistical charts; types from rough draft, verbal instruction, or transcribing machine; independently composes correspondence and reports related to assigned area of responsibility.
- Directs and participates in the maintenance of a calendar of activities, meetings, and various events for assigned staff; coordinates activities with other City departments, the public, and outside agencies; directs and participates in coordinating and processing staff travel arrangements.
- Screens calls, visitors, and mail; provides information and assistance including responding to sensitive requests for information and assistance; researches information related to City regulations and departmental policies; assists the public and other City staff in interpreting and applying City policies, procedures, codes, and ordinances.
- Assists in coordinating, developing, and monitoring the assigned budget; compiles annual budget requests; prepares revenue projections; recommends expenditure requests for designated accounts; monitors approved budget accounts.
- Performs a full range of accounting duties in support of the department; coordinates and tracks accounts payable and accounts receivable; assumes responsibility for accounting and processing of requisitions and all expense vouchers for assigned sections including travel expenses, mileage, and credit card usage; submits demands for, disbursement of, and accounting for petty cash fund.
- Initiates, organizes, maintains, and controls access to complex filing systems and records including highly sensitive files; establishes, makes entries in, controls accessibility to, updates, and maintains personnel files for all current and former department personnel including personnel actions; types employee performance evaluations as assigned.
- Completes and monitors the flow of all necessary documents related to personnel matters for assigned areas; performs payroll reporting and related procedures for assigned areas.
- Utilizes various computer applications and software packages; maintains and generates reports from a database or network system.
- Conducts, attends, and participates in staff meetings as required; attends management meetings, seminars and other meetings as required; may attend public meetings or hearings and be required to take and maintain minutes for such meetings.
- Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of assigned functions, programs, and operations.

Principles and practices of program development and administration.

Work organization and office management principles and practices.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Modern office procedures, methods, and equipment including computers.

Computer applications such as word processing, spreadsheets, and statistical databases.

Processes, procedures, and practices of budget preparation and administration.

CITY OF ESCONDIDO
Administrative Coordinator (*Continued*)

Principles and practices of fiscal, statistical, and administrative research and report preparation.
Principles of business letter writing and report preparation.
Methods and techniques of public relations.
Principles and procedures of record keeping.
Basic bookkeeping practices.
English usage, spelling, grammar, and punctuation.

Ability to:

Oversee and participate in the management of a comprehensive administrative support division.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Understand, interpret and apply administrative and departmental policies and procedures as well as pertinent laws, regulations, and ordinances.
Select, train, and evaluate assigned staff.
Plan, schedule, direct, coordinate, and review the work and performance of assigned staff in a manner conducive to proficient performance and high morale.
Perform responsible and difficult programmatic and administrative duties involving the use of independent judgment and personal initiative.
Participate in the preparation and administration of assigned budgets.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, compile, analyze, and interpret data.
Prepare a variety of clear and concise administrative and financial reports.
Independently prepare correspondence and memoranda.
Implement and maintain filing systems.
Type at a speed necessary for successful job performance and as deemed appropriate by the department.
Operate and use modern office equipment including a computer and various software packages.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
Demonstrate an awareness and appreciation of the cultural diversity of the community.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade. Additional specialized course work in public administration, business administration, or a related field is desirable.

Experience:

Five years of increasingly responsible administrative, secretarial, and clerical experience including two years as a secretary in a large department or organizational unit or as secretary for a complex technical function.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Standard office setting. Exposure to dust from paperwork. Work schedule is 9/80 with alternating Fridays off in a biweekly period. Work environment is both formal and informal, team- and autonomy-oriented, having variable tasks, pace and pressure.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate reference books and manuals; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

Date: February 2004

Revised by
MH