



## Administrative Coordinator

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### JOB CHARACTERISTICS

#### **Purpose**

Performs, coordinates and oversees technical and office administrative support work within a program or group of program areas, including the provision of varied and complex office administrative support to managerial, professional and supervisory staff or the direct coordination of specific and critical administrative support projects and operations; develops and implements improved office and departmental procedures; acts independently in completing basic management studies, overseeing well-defined programs and projects and providing expert paraprofessional assistance to management staff; performs related work and other duties as assigned, all within the context of the City's Mission, Vision and Values of providing responsive, cost effective and innovative local government services through a collaborative effort with the community to make Concord a city of the highest quality.

#### **Supervisory Guidance Received/Given**

Performs assigned duties under the general supervision of a Department Director or a Division Manager; may supervise up to eight (8) full-time technical and clerical personnel.

#### **Working Conditions**

Work is conducted primarily in an office setting. Conditions may involve attendance at meetings held during the workday and in the evenings.

#### **Equipment, Methods & Guidelines**

Uses federal, state and city laws, regulations, policies and procedures, City vehicles, telephones, calculators and computers.

#### **Physical Demands**

The work emphasizes speech, hearing, vision and stamina associated with attendance at evening meetings following a normal workday.

#### **Distinguishing Characteristics**

An Administrative Coordinator performs a variety of journey-level administrative duties that are oriented primarily toward the independent coordination of complex systems and procedures, organization and management, work-flow and distribution, work simplification and improvement in efficiency.

An Administrative Assistant is the entry-level classification in this paraprofessional series and serves as a staff assistant to a Program or Department Manager by performing moderate to considerable administrative duties such as, coordinating the procedural and workflow processes of a program.

#### **Allocation Factors/Distinctions**

Confidential classification.

#### **EXAMPLES OF DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

1. Oversees and ensures that the office administrative functions of the organizational unit to which assigned are effectively carried out.

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2. Performs difficult, complex, technical and/or specialized office support work, which requires the exercise of independent judgment, the application of technical skills and a detailed knowledge of the activities and procedures specific to the department or unit to which assigned.
3. May supervise staff, including determining workloads and schedules, evaluating staff performance, providing training and making hiring, promotion and disciplinary recommendations.
4. Assists in the preparation of the annual budget for the assigned organizational area, including compiling data, making revenue projections and recommending service levels and enhancements; monitors and tracks expenditures, ensuring the departments and/or divisions remain within approved budget allocations.
5. Prepares, coordinates and finalizes staff reports for City Council, Council Committee and Boards/Commissions; drafts resolutions and ordinances; prepares Board/Commission agenda packets and disseminates critical information to Board Members and Commissioners; attends Committee and Board/Commission meetings and accurately transcribes legislative actions for historical record; prepares public hearing and legal notices for media print.
6. Attends to a variety of administrative details such as keeping informed of departmental/division activities, transmitting information, developing, implementing and interpreting policies and procedures and monitoring day to day operations of the functional area to which assigned.
7. May coordinate a variety of administrative support duties such as negotiating pricing agreements with vendors for equipment, supplies, printing services and office equipment maintenance under established guidelines; processing bills and invoices for payment; preparing and transmitting a variety of financial documents and maintaining records of financial transactions; may oversee the collection and record keeping of and/or collect and account for fees and other monies collected.
8. Provides technical assistance to staff on operational issues such as personnel policies, purchasing, record keeping, training, risk management and contract administration.
9. Performs project research and report preparation related to the activities of the organizational unit to which assigned; may prepare and update a variety of periodic and special narrative, accounting, database and statistical reports.
10. Receives and screens visitors and telephone calls requiring the use of judgment and the interpretation of policies, rules, procedures and ordinances.
11. Prepares correspondence, reports, forms, vouchers, work orders and specialized documents related to the organizational unit to which assigned from drafts, notes, brief instructions, corrected copy or dictated tapes; proofreads materials for accuracy, completeness, compliance with departmental policies, formatting and correct English usage, including grammar, punctuation and spelling.
12. Promotes the City's Mission to make Concord a city of the highest quality by providing responsive, cost-effective and innovative government services; understands and subscribes to the Vision and Values Statement adopted by the City.
13. Performs other duties as required.

**MINIMUM QUALIFICATIONS**

**Knowledge, Skills and Abilities**

Knowledge of standard office administrative practices and procedures, including the use of standard office equipment; codes, policies, regulations, procedures, laws, statutes and municipal codes related to the department to which assigned; computer applications related to the work; business arithmetic and basic statistical techniques; basic supervisory principles and practices; basic budgeting theories and principles; records management principles and practices as required by the Brown Act; techniques for dealing effectively with the public and City staff, in person and over the telephone; principles of work simplification, office layout, forms design and records management; administrative and budget analysis techniques; principles and practices of business and public administration; statistical analyses and various methods of presentation; data processing systems as related to administrative analysis; modern office methods and procedures.

Ability to perform specialized and complex office administrative work requiring the use of independent judgment; interpret and implement policies; analyze and resolve office administrative and procedural problems; perform basic research and preparing reports and recommendations; oversee projects and/or supervising others, monitoring and evaluating the work of staff; coordinate projects and follow up on assignments with minimal direction; and to establish and maintain cooperative and effective relationships with those contacted in the course of work.

**Education/Experience**

Any combination equivalent to experience and education that would likely provide the relevant knowledge and abilities would be qualifying. Generally, this will require:

**Education:** Possession of a Bachelor's degree in business or public administration or a closely related field.

**Experience:** Four (4) years of progressively responsible high-level administrative support experience.

**Other Requirements**

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.