

ADMINISTRATIVE COORDINATOR

JOB DESCRIPTION

Classification Responsibilities: The Administrative Coordinator class performs administrative work in support of a department, unit, or program area, requiring significant or full preparation and monitoring of the program/unit/department budget and supervision of support staff. The budget-related work may include conducting cost, impact, labor, feasibility, and management studies and surveys. By assignment, duties of an Administrative Coordinator may also include office management, purchasing coordination, and/or contract purchasing and payments.

Distinguishing Features: Administrative direction and supervision are received from the department director or an administrative supervisor with work reviewed through conferences, meetings, written reports, and by overall results achieved. This class is responsible for preparing and monitoring budget projections and related expenditures such as: cost, project, work order, or blanket purchase order estimates. This class may prepare blanket, specific, and capital work order authorizations. The work requires considerable initiative and exercise of independent judgment, as well as knowledge of the City's budget structure, section expenditures, contracts, resource availability, and policies. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Considerable (3 - 5 years) experience in administrative work (budgeting, accounting, purchasing, financial analysis, contract administration, work order management, etc.). Good (1 - 3 years) experience in operating a personal computer (PC).

Special Requirements. For this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa (*by assignment*).

Substance Abuse Testing. Due to the safety and/or security sensitive nature of the assignment, individuals in this classification shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures (*Police Department Assignment*).

Preferred/Desirable Qualifications. Good (1 - 3 years) experience in a supervisory capacity. College coursework in business or public administration, office management, modern office techniques, or related courses.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge, skills, and abilities listed, nor do the listed examples include all the knowledge, skills, and abilities which may be found in positions of this classification.

Communication: Communicates with the general public, contract vendors, and other City employees in explaining and interpreting the rules, regulations, practices, and policies of the assigned unit or department. Provides instructions and information and responds to questions. Prepares computer-generated reports and written documents, such as correspondence and administrative studies, feasibility studies, memos, schedules, etc., using clearly organized thoughts and proper sentence structure.

Manual/Physical: Operates a PC, and uses software (example: word processing, databases, spreadsheets, etc.) to prepare detailed and technical reports for use by City management, department/unit management, and other pertinent City departments. Attends meetings to coordinate efforts, represent the department, and collect information. Compares and monitors data (example: budget, workflow, work performance, etc.) to determine compliance with unit/department/City policies and guidelines.

Mental: Prepares or contributes to the preparation of the annual budget and monitors expenditures for the assigned department. May supervise and evaluate the work of subordinate personnel (accounting, secretarial, and clerical positions as required) and the work involved in order to coordinate internal activities. Prioritizes and assigns work to personnel, monitors workflow, and spot checks work for accuracy and completeness. Comprehends and makes inferences from written material (correspondence, reports, invoices, etc.) in order to supervise support staff, generate purchase orders, and prepare reports, memos, and letters. Reviews monthly Citywide computer reports regarding items such as: work orders, projects, capital, and non-budgeted expenses. Researches and processes cost correction and journal voucher actions to identify and correct misapplied funds for the budget and grant funded projects. Reviews documents for completeness and accuracy submitted to the department director or administrative supervisor, etc. for signature. Performs informational research involving the compilation of data and prepares special reports or studies as required. Serves as liaison with other departments.

Knowledge and Abilities:

Knowledge of:

principles of accounting, financial analysis, and/or budget preparation;
principles of work order management and contract administration (*Facilities Maintenance Assignment*);
principles of purchasing and payroll (*Building Inspections Assignment*);
the City's Advantage system;
modern administrative/office management practices and procedures;
modern supervisory and evaluation methods and practices;
modern personnel procedures and practices (*Building Inspections Assignment*);
principles of organizational development;
PC software applications;
research techniques, methods, and procedures;

grant administration and monitoring practices;
contract administration;
policies, operating procedures, and guidelines of the work unit to which assigned; and
City departments and functions.

Ability to:

make decisions and exercise independent judgment;
assess and assign priorities to problems and work assignments when confronted with several pressing demands at one time; and
establish and maintain effective working relationships with management, coworkers, subordinates, other departments and agencies, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-Para
JOB FCTN-ADM
INCREMENTS 54-200

PAY GRADE: 50
IND-9410
SWORN-No