

ADMINISTRATIVE COORDINATOR TO THE CITY MANAGER

JOB DESCRIPTION

Classification Responsibilities: The Administrative Coordinator to the City Manager class performs highly responsible, complex, non-routine, and often confidential administrative work in support of the City Manager's Office requiring significant or full preparation and monitoring of the City Council, Public Information Office, and City Manager's department budget. The budget-related work may include conducting cost, impact, labor, feasibility, management studies and surveys, completing quarterly estimates, approving budget transfers, and initiating contingencies. Duties also include processing accounting and purchasing documents to disburse and receive payments, order supplies, and complete inter-departmental transfers; analyzing and monitoring department expenditures and financial reports; maintaining department's Chart of Accounts; assisting with processing Indian Gaming Grants, including deposits, disbursements to outside agencies, and coordinating grants received by internal City departments; managing sponsorships, donations, special programs funds, and department grants; researching problems and working closely with the Financial Services Department; developing staff training on budget, accounting, and purchasing processes and procedures; and managing department ERP security access. In addition, this position provides administrative support for other staff in the City Manager's Office as needed.

Deputy City Manager/Chief Financial Officer Assignment: managing and processing deferred compensation plan expenses, including reimbursement requests and transfers, and coordinating and attending deferred compensation meetings, including preparing the agenda, transcribing dictation from tape, and distributing meeting minutes.

Distinguishing Features: This class is distinguished from Administrative Coordinator by the responsibility for work requiring the utmost confidentiality in support of the City Manager's Office. 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 and supervise other clerical/financial staff. The work requires considerable initiative and exercise of independent judgment, as well as knowledge of the City's budget structure, department expenditures, contracts, resource availability, and policies. The Administrative Coordinator to the City Manager reports to the City Manager or designee who reviews work through conferences, meetings, written reports, and by overall results achieved. 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.)

Special Requirement. None.

Substance Abuse Testing. None

Preferred/Desirable Qualifications. College coursework in business or public administration, office management, modern office techniques, or related courses. Experience using a financial ERP system, computer spreadsheets, and databases.

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 management, other City employees, and the general public in explaining and interpreting the rules, regulations, practices, and policies. 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 personal computer (PC), and uses software (example: word processing, databases, spreadsheets, etc.) to prepare detailed and technical reports for use by City management. 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 City policies and guidelines.

Mental: Prepares or contributes to the preparation of the annual budget and monitors expenditures for the City Council, Public Information Office, and City Manager's 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 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 City Manager's office 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 purchasing contracts;
the City's Advantage system;
modern administrative/office management practices and procedures;
principles of organizational development;
PC software applications;

research techniques, methods, and procedures;
grant administration and monitoring practices;
policies, operating procedures, and guidelines of the department(s) 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 City officials, management, coworkers, subordinates, other professionals, 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.

Revised 3/23

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CS5203

EEO-Para

JOB FCTN-ADM

INCREMENTS 43-200

PAY GRADE: 52

IND-9410

SWORN-No