

ADMINISTRATIVE COORDINATOR

NATURE OF WORK

This is advanced administrative and operational coordination work assisting a department director in the management of departmental functions and initiatives.

Work involves responsibility for coordinating and overseeing a wide range of administrative, operational, and program support activities to ensure efficient and effective department operations. Duties include developing and implementing administrative procedures; conducting research and analysis to support policy development and decision-making; interpreting and ensuring compliance with applicable regulations, policies, and labor agreements; coordinating human resources processes; and managing communications, records, and special projects. Employees in this classification exercise considerable independent judgment and initiative in the performance of assigned duties. Work is performed under the general direction of a department director and is reviewed through conferences, reports, and results achieved. This class may provide functional or lead direction to administrative or clerical staff.

EXAMPLES OF WORK PERFORMED

Coordinates and oversees administrative operations of the department to support organizational efficiency and strategic objectives.

Develops, implements, and evaluates administrative policies, procedures, and workflow improvements to ensure consistent and effective operations across divisions.

Researches, analyzes, and prepares reports, policies, and correspondence for departmental leadership; interprets administrative decisions and ensures consistent application throughout the department.

Coordinates departmental activities and initiatives, including strategic planning efforts, accreditation processes, employee engagement programs, and special projects.

Reviews and assigns citizen inquiries and complaints; facilitates timely and appropriate responses in coordination with departmental staff.

Prepares and processes official documents including ordinances, resolutions, executive orders, and other legislative or administrative actions.

Performs human resources-related functions including coordinating recruitment and hiring processes, processing personnel actions, maintaining personnel records, and ensuring compliance with applicable policies, labor agreements, and regulations.

Advises staff on administrative, personnel, and procedural matters by interpreting policies,

municipal code provisions, and organizational guidelines.

Schedules, coordinates, and participates in meetings; prepares agendas, records minutes, and may represent the department or director in meetings as assigned.

Maintains complex records and systems; ensures accuracy, completeness, and compliance with established requirements.

Establishes and maintains effective working relationships with department leadership, employees, other agencies, and the public; facilitates communication and collaboration across functional areas.

May provide direction, training, and coordination for administrative or clerical support staff.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of administrative management principles, practices, and procedures.

Considerable knowledge of organizational policies, municipal operations, and regulatory requirements.

Knowledge of human resources practices, including recruitment, personnel processes, and labor agreement administration.

Ability to analyze administrative and operational issues and develop effective solutions.

Ability to interpret and apply policies, procedures, laws, and regulations with sound judgment.

Ability to plan, organize, and coordinate multiple projects and priorities.

Ability to develop and implement improved administrative processes and systems.

Ability to communicate effectively both orally and in writing, including preparing reports, policies, and correspondence.

Ability to establish and maintain effective working relationships with officials, employees, and the public.

Ability to exercise initiative, discretion, and independent judgment in handling sensitive and confidential matters.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in business administration, public administration, human resources, or a related field, and two years of progressively responsible administrative experience, supporting executive-level management; or any equivalent combination of training and experience that provides the required knowledge, abilities, and skills.

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