

OFFICE COORDINATOR

DEFINITION

To perform a variety of routine to complex clerical, technical and administrative support activities in the department to which assigned; oversees the general office management tasks within the department; to supervise the clerical, front counter, record keeping, and other support functions of the department; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the department director.

Exercises technical and functional supervision over assigned clerical personnel.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Plans, trains, assigns and reviews the work of assigned clerical personnel; provide input on employee evaluations and recommend disciplinary action on assigned personnel.

Assists in the development and monitoring of a department's budget; provides administrative interpretation of City and Department policies and procedures to staff.

Assists in the coordination of the Department's activities with other City departments.

Participates in setting and implementing department goals.

Types a variety of complex technical and statistical reports and correspondence.

Performs a wide variety of complex, responsible, secretarial and administrative duties for management personnel including providing routine analytical support.

Performs routine administrative projects for management personnel.

Researches and compiles background data, prepare independent draft reports and maintain records and files regarding department administrative activities.

Independently respond to letters and general correspondence.

May maintain time card records.

Orders and purchase supplies for the department.

Performs clerical duties related to department activities such as typing, filing and distributing mail.

Establishes, organizes, and maintains variety of files and records.

Recommends organization or procedural changes affecting clerical activities.

Assists in coordinating administrative and clerical activities within assigned department, the public and outside agencies.

Regular and consistent attendance.

Assists the general public; receive and disseminate information and requests for various services.

Works cooperatively with others.

Operates a variety of office equipment including word processor.

Interacts directly with the public at a Customer Service Counter.

Extensive use of the telephone addressing inquiries by the general public and City employees.

Edits, proofreads and checks typed and other materials for accuracy, completeness and compliance with departmental policies and procedures.

Creates and processes a variety of forms, applications, permits, or other documents.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

English usage, spelling, grammar, and punctuation.

Pertinent city government organizations, functions, policies, rules and regulations.

Principles and practices of assigning and reviewing the work of others.

City organizational structure, programs, policies and procedures; federal/state codes and practices as pertains to the office to which assigned.

Basic principles of record keeping and word processing.

Modern office methods, procedures and equipment, including personal computers.

Business letter writing and basic report preparation.

Principles of supervision and training.

Ability to:

Communicate clearly and concisely, both orally and in writing.

Compose general correspondence and letters.

Operate and use modern office equipment including word processing equipment as assigned.

Analyze situations carefully and adopt effective courses of action.

Plan, organize and schedule priorities in the office.

Compile and maintain complex and extensive records and prepare reports.

Establish and maintain effective working relationships with those contacted in the course of work.

Train and evaluate assigned clerical personnel.

Perform responsible and complex secretarial and administrative work involving the use of independent judgment and personal initiative.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Work cooperatively with other departments, City officials, and outside agencies.

Compose correspondence and memoranda independently.

Interpret rules and regulations.

Take responsibility and use good judgment in recognizing scope of authority.

Deal effectively with a wide variety of situations requiring diplomacy.

Type with speed and accuracy at a rate sufficient to perform duties satisfactorily.

Demonstrate proficiency with word processing, spreadsheets and databases and department specific software.

Experience:

Three (3) years of increasingly responsible municipal administrative, finance or program analysis experience including one (1) year of supervisory or lead responsibility.

Education:

A Bachelor's degree from an accredited college or university with major coursework in Business or Public Administration, or closely related field.

OR

Any combination of education and experience, is qualifying, if it would provide the required knowledge and abilities for the position.

Additional Requirements:

Possession of a valid California Class "C" driver's license.

Proficiency in the use of word processing software in common use in local government, such as Corel WordPerfect and Microsoft Word.

TYPICAL WORKING CONDITIONS

Work is performed in a normal office environment. Tasks may involve extended periods of time at a keyboard or workstation.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; use hands to finger, handle or feel objects, tools or controls; lift and/or move objects and materials of up to 25 pounds in weight. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.