

CITY OF SAN JUAN CAPISTRANO

ADMINISTRATIVE COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a wide variety of highly skilled administrative functions and coordinate the day-to-day office activities for area of assignment; to provide confidential administrative support to assigned executive or management staff; to assist in the development of departmental budgets and administration of assigned City programs; and to provide information and assistance to the public regarding departmental operations and activities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Director or Manager.

May exercise direct or functional supervision over assigned clerical staff.

ESSENTIAL FUNCTION STATEMENTS *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Provides administrative support and assistance to assigned departmental director or management personnel; performs a variety of highly responsible, confidential and/or complex secretarial tasks.
2. Participates and assists in the administration of assigned office operations; coordinates and prioritizes the Department's clerical support functions; develops and maintains various administrative forms and files.
3. Prepares, types, and/or edits correspondence, complex reports, agenda items, resolutions, ordinances, and legal documentation; creates flyers, brochures, newsletters, advertisements, marketing collateral, and other types of publications for print.
4. Reviews, researches, and prepares a variety of administrative, fiscal, and statistical reports; coordinates the submittal of reports to appropriate Federal and State agencies as required.
5. Maintains departmental calendars and schedules appointments, meetings and conferences for designated personnel; coordinates meeting preparations including equipment and facilities.
6. Prepares meeting agendas, minutes, reports, and follow-up correspondence; assembles and distributes meeting packets and maintains related files; coordinates public notification of hearings and meetings as required; attends meetings and serves as Recording Secretary as assigned.
7. Participates in the preparation, administration, and monitoring of assigned budgets; collects and analyzes financial data; monitors the status of financial accounts; reviews budget requests and maintains budgetary records.
8. Prepares purchase requisitions and processes invoices for payment; prepares and tracks deposits.

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9. Assists or oversees the administration of assigned City-wide programs including, but not limited to, licensing, public safety, vehicle permitting and abatement, mobile home park operations, and/or grant administration.
10. Conducts research, analyzes data, and evaluates departmental programs, policies, and procedures; identifies opportunities for improvement and recommends and implements related changes.
11. Provides assistance with a variety of special projects including researching and compiling data; assists in planning and coordinating activities and events.
12. Performs or oversees the Department's records management function including developing, implementing, and modifying filing systems; maintains file logs and ensures the proper maintenance and archiving of departmental records and files.
13. Administers and maintains the Department's website page including updating content and posting special events information and/or calendars as assigned.
14. Coordinates the ordering of departmental office supplies; monitors and maintains supply inventories; assumes responsibility for the purchase, maintenance and repair of office equipment.
15. Assists the general public by providing information, referrals, and applications; responds to and resolves public inquiries and complaints in relation to departmental operations; collects fees, issues receipts, and balances and reconciles assigned cash drawer.
16. Provides general support for clerical staff and other office personnel as required.
17. May supervise, train, and evaluate the performance of assigned staff.
18. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of office administration.
- Methods and standards for preparing correspondence, agendas and minutes.
- Processes for conducting research, compiling data and preparing complex reports.
- Basic principles of budget preparation and administration.
- Program administration principles and practices.
- Records management principles, practices and standards.
- General office equipment and standard computer software applications.
- English usage, spelling, grammar and punctuation.
- Departmental operations, programs and services relative to area of assignment.
- Policies, procedures and regulations governing departmental activities.
- Basic principles of supervision, training and performance evaluation.

Skill in:

- Performing a variety of highly skilled and complex administrative functions.
- Providing confidential administrative support to assigned executive/management personnel.
- Coordinating office operations and clerical support activities.
- Preparing correspondence, reports, agendas, minutes and legal documentation.
- Creating brochures, newsletters, advertisements and marketing collateral.
- Providing assistance in preparing budgets and compiling financial data.
- Administering and coordinating assigned City programs.
- Maintaining departmental files, records, documentation, databases and website pages.

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- Assisting with special projects, activities and events for area of assignment.
- Responding to inquiries and providing assistance to the general public.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years administrative or secretarial support experience preferably within a local government environment.

Training:

Equivalent to completion of the twelfth grade supplemented by college level course work in business administration or a related field.

Licenses or Certifications:

Depending on area of assignment, may require possession of, or the ability to obtain, a valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboards; requires visual acuity necessary for reading computer screens and documents.