

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: ADMINISTRATIVE COORDINATOR

DATE: 7/1/2022

JOB CODE: 31706

FLSA STATUS: EXEMPT

UNIT REPRESENTATION: CONFIDENTIAL

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.

DUTIES SUMMARY

Under direction, perform a variety of highly responsible administrative support staff work; coordinate a variety of departmental confidential issues and information; provide supervision, direction and coordination to office/administrative employees; coordinate activities, programs and procedures within the representative division; collect and compile information on projects, services, and operational functions; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

The class of Administrative Coordinator is a mid-level professional/supervisory office management class and may be designated in the confidential unit. Incumbents manage a division administrative office in Water Reclamation or Finance and will perform responsible administrative staff work including oversight of division records management, budget development/monitoring, preparation and coordination of staff reports, and coordination of complex divisional technical and financial reports. Supervision is received from a division head. Supervision is exercised over office/administrative support staff of the assigned division.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Organize and carry out a variety of administrative support functions;
- Coordinate a variety of departmental confidential issues and information; coordinate activities, programs and procedures within the representative division; collect and compile information on projects, services, and operational functions;

- Supervise, plan, organize, coordinate, train, direct, set work priorities, assign work, evaluate, and motivate assigned staff;
- Select and recommend advancement and discipline of assigned staff;
- Coach and motivate, communicate expectations, and monitor and document performance of assigned staff; Prepare and submit draft performance evaluations to Division Director;
- Coordinate arrangements for meetings, prepare agendas, establish schedules and deadlines for assigned division;
- Adjust work assignments, procedures, and priorities to expedite workflow, coordinate activities with other divisions; investigate and take appropriate action on operational and personnel problems;
- Compose correspondence and answer questions requiring use of judgment based upon a thorough knowledge of the functions and procedures of the division;
- Prepare financial analyses and reports; coordinate and format reports and correspondence on a wide range of subjects requiring independent research and study;
- Interview applicants and recommend action on appointments; oversee division payroll and personnel activities as required; maintain records of division staff attendance and absences; maintain records of division employee evaluations and certifications; schedule and maintain division training records;
- Perform a wide variety of office/administrative duties; take messages, schedule appointments; maintain calendars, meetings and events; make travel arrangements;
- Oversee the processing of outgoing and incoming mail and responsible for its screening and distribution to appropriate personnel;
- Oversee the preparation of complex construction orders and equipment purchase orders; responsible for preparation of contracts as required;
- Establish and maintain office, regulatory, and other files on programs and projects; establish and maintain complex filing systems; assist in coordinating the retention of records for the Department;
- Assist technical staff and professional staff in development of spreadsheets and statistical summary reports including write-offs, rate study, and treasurer's reports;
- Gather and compile budget information; monitor budget; process and track expenditures; maintain and reconcile petty cash;
- Compile, prepare and oversee reports, including those for submission to regulatory agencies as required;
- Develop and/or format forms, schedules, reports, general correspondence, manuscripts, specifications, charts, contracts, resolutions of the Water Board and Mayor and Common Council, deeds, graphs, and statistics;
- Proofread materials for clerical accuracy, spelling, syntax, grammar and clarity using judgment to make editorial changes; operate word processor and/or CRT to enter and edit a variety of data utilizing numerous programs and formats;
- Keyboard, file, record, compute and maintain confidential and privileged information;

- Devise and maintain complex manual and electronic filing systems;
- Operate a variety of office equipment such as a calculator, facsimile, computer, and scanner;
- Exercise a high level of tact and diplomacy in dealing with the public as well as other divisions of the Department;
- Establish and maintain an effective working relationship with those contacted in the course of work.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and practices of administration, particularly as related to records management, financial management, and personnel management;
- Modern administrative methods, practices, and procedures;
- Computer operating methods and applicable business software systems;
- Preparation of business correspondence and reports, filing, and standard office equipment operation;
- Correct English usage, spelling, grammar, and punctuation;
- Procedures and other regulations governing the division or area of assigned responsibility;
- Principles of supervision and training;
- Business mathematics;
- Budget preparation, design, and administration;
- Basic contract administration;
- Advanced research methods;
- Advanced record keeping methods;
- Advanced computer operating methods and applicable business software systems;
- Basic public relations techniques;
- Accounting principles and terminology.

Ability to:

- Maintain confidentiality of sensitive or privileged information;
- Perform difficult and responsible administrative staff work with minimal direction;

- Establish complex electronic and manual filing and record keeping systems; maintain accurate record keeping system;
- Plan, organize, schedule work assignments, and supervise the work of specialized office/administrative support employees; select, train, evaluate, and recommend advancement and discipline for assigned staff; set priorities, devise and adapt work procedures to meet changing organization or specialized needs;
- Deal comprehensively with inquiries or complaints and give clear explanations of procedures and regulations;
- Utilize computers and various software including word processing, databases, and spreadsheets at an advanced level in order to create office/business systems for assigned work functions; create templates, forms, and reports to track and retrieve data;
- Perform skilled work utilizing word processing, spreadsheets, and databases at an advanced level;
- Prepare budgets, collect data, conduct studies and write supporting reports;
- Use dictation equipment and transcribe to final form;
- Proofread and detect errors in typing, spelling, grammar, and punctuation;
- Understand pertinent procedures and functions quickly and apply them without immediate supervision;
- Compose minutes, letters, memos, and reports requiring a good command of the English language, knowledge of principles of business correspondence and the function of the assigned office;
- Use good judgment in recognizing the scope of authority;
- Communicate effectively orally and in writing;
- Comprehend and understand reporting procedures with regulatory agencies;
- Collect data and prepare statistical summary reports;
- Conduct presentations to Department staff and other groups;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Work under moderate stress conditions.

MINIMUM QUALIFICATIONS

- Education:** Graduation from high school, or equivalent, preferably supplemented by the completion of specialized office, business, and computer coursework;
- Experience:** Five (5) years of advanced-level office/administrative experience, to include any combination of the following: administrative duties, administrative support staff supervision, finance and/or accounting, contract administration, and records

management; and ability to demonstrate word processing, database, and/or spreadsheet proficiency at an advanced level and keyboard at a speed of 45 wpm.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Class "C" California driver's license may be required depending on assignment. For out of state applicants, a valid driver's license is required and a valid Class "C" California driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12405c).

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Job Description:

BOWC Approved:

Rev:

5/21/1991

12/15/1998

6/19/2001

8/24/2004

6/28/2022

Testing Standards: App Review/ Supp App Review/Keyboarding (typing)