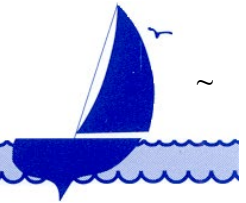




City of Des Moines, Washington JOB DESCRIPTION



ADMINISTRATIVE COORDINATOR I

Regular, Full-time

Salary Grade: G-17

FLSA Status: Overtime Eligible

Union Status: Non-represented

EEO Category: Administrative Support

Nature of Work

Under direction, this position is responsible for performing a wide variety of responsible, complex, and confidential administrative duties supporting the activities and services of their assigned area. Serves as the primary point of operational and administrative contact for internal and external customers, often on complex and confidential issues. The incumbent will coordinate office services and may provide information and assistance to the public requests for various City services. May be assigned to oversee and/or participate in the coordination, supervision, and completion of special projects, assignments, events and/or serve on a variety of committees in a support capacity. Positions have frequent contact with other departments or outside agencies and the general public for the purpose of obtaining information, explaining policies and responding to routine complaints.

Distinguishing Characteristics

This class is the journey level in the Administrative Support series. It is distinguished from the lower level Office Specialist in that assignments reflect increasing variety, complexity, need for research, initiative and judgment to resolve non-routine issues and questions. Incumbents perform assigned tasks independently, and may assign and review the work of lower level employees. An Administrative Coordinator I is typically expected to understand the work processes, procedures and regulations of the assigned program area, and/or demonstrate a proficient level of expertise in office operations and equipment. This class differs from the Administrative Coordinator II in that positions at the latter class perform the more complex administrative support activities requiring increased judgment to solve special problems. The work of an Administrative Coordinator I is performed within established procedures; however incumbents select the most appropriate procedure for completion of assigned tasks. The work involves making decisions concerning formatting and proofreading, and incumbents are responsible for all corrections and revisions. Direct instructions are limited to special assignments.

Essential Functions

- Performs specialized administrative support functions in support of department or program activities requiring interpretation of program guidelines within established

limits to include Safety Board, Commute Trip Reduction, City Council's Public Safety and Transportation and Environment Committees and Citizen Action Requests.

- Provides assistance to management on special projects, involving gathering and compiling information or data of a specialized nature.
- Performs basic accounting functions including data input for activities such as purchases, billings, and fund distribution.
- Collects fees, validates forms and issues permits requiring limited interpretation of information.
- Assists with basic budget monitoring, data input, and control techniques; codes and approves invoices for different sections of the department including specific budget line item monitoring.
- Reviews and evaluates required program or department documents for completeness, appropriateness and/or to determine program eligibility; processes documents according to guidelines.
- Coordinates personnel functions with assigned area and the Finance and Human Resources department, including confidential matters, recruitment, performance evaluations, personnel action forms, salary increases and performing time-keeping functions.
- Attends meetings or functions independently or with other staff; takes and transcribes minutes as required; plans and coordinates meeting functions; may serve as support staff for assigned committee.
- Composes, types, photocopies, and faxes reports, statistical data correspondence, and other documents, including special mailings.
- Assists with bid advertisements and bid packet distribution, invoices, and public information dissemination.
- Coordinates, composes and assists with City current submissions for assigned area.
- Records, posts or logs specific information following instructions; prepares simple tallies of documents.
- Communicates effectively with the public, other employees, and elected officials.
- Receives and routes correspondence, public disclosure inquiries and telephone calls to appropriate personnel along with facsimiles and departmental mail.
- Orders office supplies, equipment, business cards, manuals, as required.
- Registers, makes travel and meeting/conference arrangements for staff.
- Coordinates work with and backs up other administrative staff as assigned.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Working knowledge of modern office methods, procedures and equipment, including but not limited to, word processing, spreadsheet operations, and facsimiles.

- Knowledge of English usage, spelling, grammar, composition, and punctuation.
- Ability to transcribe dictation or meeting notes accurately and efficiently.
- Ability to handle multiple tasks and conflicting priorities with confidence and poise in an environment where interruptions can be expected.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to follow written and/or verbal instructions.
- Ability to work independently and/or with minimal supervision.
- Ability to perform basic math calculations.
- Ability to communicate effectively, both orally and in writing.
- Ability to compile and maintain complex and extensive records.
- Ability to maintain confidential data and information.

Education and Experience Requirements

- High school graduate or GED equivalent required (Associate's degree preferred); AND
- Three (3) years of experience as secretary or administrative assistant.
- An equivalent combination of education and experience may be considered qualifying.

Special Requirements

- Ability to accurately type sixty (60) words per minute.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Work is performed in an office environment. The position requires continuous decision-making, interpersonal skills, teamwork, creativity, customer service, and performance of basic and advanced math, discretion, problem analysis, negotiation, independent judgment and/or action, the ability to read, understand, write and speak English. The position requires continual talking, hearing, and sitting, frequent fingering, feeling, grasping, handling and repetitive motion of hands and wrists, occasional standing, walking, reaching, and bending. Must be able to push, pull, lift and carry 20 pounds.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.

- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2017, Updated 2023.