

CLASSIFICATION ADDENDUM

Job Title: Administrative Coordinator

Classification Specification: Management Analyst

Barg Unit: Non

Pay Grade: C42

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Administrative Coordinator performs activities of a confidential nature which involve coordination of complex administrative and project activities to support City Manager/Mayor's Office in accordance with general directives and Office of city policy and procedures. Supports City Manager's Office programs; provides backup to the Community Relations/IGA Coordinator and City Recorder as required; provides resource support to Executive Team; maintains various departmental records; project coordination and special events; schedules appointments and makes travel arrangements; coordinates meetings; research and data gathering/compilation, special projects, clerical supervision, budget preparation and monitoring; receives/responds to complaints, concerns and inquires; prepares reports, correspondence, packets; obtains and processes minutes from Council and/or committee meetings; interacts with the public and public officials from other agencies Performs related duties as required.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of business administration, or a closely related field plus sufficient related work experience in administrative support to at least one or more managers, to include at least one year in an executive office.

Licensing Requirements:

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Knowledge:

- Pertinent code, charter, state, and other laws and regulations that pertain to this position;
- Supervisory techniques;
- Of a variety of relevant software programs;
- Rules, procedures, organization, programs, functions of a chief executive office.

Skills: *(Demonstrated skill in performing the following)*

- Maintaining the confidentiality and professionalism required by an executive office;
- Interpreting legislative and other regulations and policies;
- Assigning and reviewing the work of clerical staff;
- Dealing effectively with the media.

Essential Characteristics and Duties Addendum
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Qualification For Grade Progression: N/A

Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Addendum History

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