

# CITY OF LOS BANOS

## Job Description

<b>POSITION TITLE</b>	ADMINISTRATIVE COORDINATOR
<b>DEPARTMENT</b>	VARIOUS
<b>EMPLOYMENT CATEGORY</b>	REGULAR
<b>EMPLOYMENT LEVEL</b>	STAFF

### **DEFINITION**

To perform a variety of highly responsible, complex and confidential duties.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the department director and general direction from the Assistant Director/Manager. May exercise general supervision to clerical staff when necessary.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Maintain confidentiality of City records and/or confidential discussions pertaining to City records including but not limited to employee personnel files and/or disciplinary actions.
- Coordinate activities with other agencies and sectors of the community.
- Generate, distribute, file and track all employee evaluations.
- Ensure payroll receives timesheets in a timely manner, including daily changes after timesheet deadline.
- Track part-time employee hours.
- Organize and maintain complex and extensive files and records.
- Attend and provide support at various meetings; record meeting minutes.
- Type a wide variety of material from rough draft copy, notes, or verbal instructions.
- Provide clerical support to the department director including drafting, composing and filing official City correspondence.
- Assist in implementation of City policies and procedures.
- Research and develop a variety of policies and procedures.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

### **Knowledge of:**

- Pertinent local, State, Federal rules, regulations and laws.
- Modern office procedures, methods and computer equipment.

- Filing systems including records management and the operation of standard office equipment and computers.
- Principles and practices of work safety.
- Department Policies and Procedures.

**Ability to:**

- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and intermittently carry weight of 10 pounds or less.
- Research and prepare detailed and comprehensive reports.
- Exercise independent judgment.
- Interpret and explain pertinent laws and City and department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate confidence in personal decision making.
- Manage difficult situations by displaying assurance under pressure.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS**

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of, or ability to obtain, a valid California Class C driver license.
- Four (4) years of increasingly responsible clerical or clerical office experience including public contact.
- Type at a speed of 50 NWPM.

**DESIRED QUALIFICATIONS**

- Bachelor's degree from an accredited college or university in public administration, business administration, or related field.
- Experience working for a public agency.

10/17