

## ADMINISTRATIVE SERVICES COORDINATOR

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### DEFINITION

Under direction provides entry level management assistance in the planning, coordinating and supervision of operating programs, administrative studies and special projects.

### DISTINGUISHING FEATURES

Positions allocated to this class perform basic administrative and budgetary research and analyses and provide recommendations. They are expected to perform routine analytical work requiring a basic knowledge of administrative principles and analytical practices. Work in the class is distinguished from that of higher classes in that it is routine. Initially supervision and training are given in detail and as the incumbent becomes more capable, works with a higher degree of independence. Work in the class is distinguished from that of technical, administrative support and clerical classes in that it requires strong administrative and analytical skills.

### EXAMPLES OF DUTIES

1. Assists in the administration of specific work units, programs, projects and/or assignments; conducts organizational, administrative and fiscal studies and makes appropriate recommendations.
2. Surveys, collects and reviews information on operational and administrative problems; prepares reports and correspondence.
3. Performs work flow and space needs and utilization studies, revises forms, records, systems and procedures; analyzes and develops work procedures such as work simplification, methods improvement and computer applications.
4. May assist in preparation of applications for monetary grants and the handling of details of grant administration including contracts with federal, state and local agencies.
5. Performs statistical and clerical work including word processing and document production; procures supplies and equipment; conducts unit inventory and control.
6. Confers with other departments, public officials, consultants and citizens and explains City policies and procedures; makes presentations on assigned projects and programs.
7. May assist in budget preparation and administration.
8. May administer various staff functions of the department.
9. May supervise, train and evaluate assigned staff.

### EMPLOYMENT STANDARDS

#### Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school supplemented by college coursework in public or business administration.

Experience: Two years of responsible administrative or supervisory clerical experience involving word processing and document production.

#### Knowledge

Knowledge of the general principles of modern public administration including budget and finance, business statistics, research and analysis, management and administrative methods, human resources administration, procurement and general staff work and reporting.

**EMPLOYMENT STANDARDS** (continuation)

Ability

Ability to perform both complex and routine administrative and clerical work with speed and accuracy including word processing and document production; utilize computer equipment and information for data analysis; interpret and apply established City policies, procedures and codes; establish and maintain accurate records; plan, administer and evaluate work programs; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; prepare studies and reports; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; communicate effectively; establish and maintain effective working relationships with employees and the general public and supervise, train and evaluate assigned staff.

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.