



JOB DESCRIPTION

MANAGEMENT SERVICES COORDINATOR

DEFINITION

Under direction of the Director of Management Services, performs a wide variety of complex and highly responsible secretarial and administrative functions at the Executive level, many of which may be confidential, for the Mayor and City Council, City Manager, Director of Management Services, and Director of Administrative Services. Completes, coordinates and assists with special projects as assigned to relieve administrators of various details; performs related duties as required.

CLASS CHARACTERISTICS

This class is characterized by varied tasks performed with a relatively high level of independence following a broad framework of policies and procedures. This job class is distinguished from other City clerical/secretarial classes in that the nature, diversity and scope of responsibilities originating from the Mayor, City Council, City Manager, Director of Management Services, and Director of Administrative Services require the frequent use of discretion, initiative and independent judgment, as actions can have a significant effect upon City operations or public relations activities. Responsibilities include regular contact with government officials, the Mayor, Council, Management, Commission members, representatives of the business and community groups, the public and all levels of City personnel associated with a diverse organization. This position may supervise other designated personnel and includes financial responsibilities.

EXAMPLES OF DUTIES

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

1. Provides secretarial and administrative support to the Mayor, City Council, City Manager, Director of Management Services, and Director of Administrative Services for transmittal to City officials, committees/commissions, staff and/or the public; maintains records of actions and documents; prepares drafts and a wide variety of finished documents from written notes, brief verbal instructions or printed materials; takes and transcribes dictation; initiates specific correspondence independently for approval/signature of administrators; reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and the appropriate use of English composition, grammar and punctuation.
2. May be assigned to special projects and activities; including the assembly and final display of research information and materials, tracking legislation and local government databases requiring the use of independence, discretion and a high level of confidentiality.
3. Supervises other personnel as designated.
4. Administers the annexation process for City Community Facilities Districts which includes preparing staff reports, public hearing notices, correspondence, consents and waivers, ballots and voter I.D. documents. Administers the delinquent assessment process for all bonded and other assessment districts within the City. Receives, reviews and monitors all fixed Fund Charge District lists, and reports on potential budget impacts. Processes payment of all City Attorney invoices, including assignment of accounts.



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5. Maintains record-keeping system for the prompting of personnel evaluations due; prepares correspondence for Human Resources Manager advising department heads when evaluations are due; updates new salary grade step tables; implements pay changes for employees including promotions, reclassifications, upgrades and special pay increases; assists in calculating and implementing across-the-board changes as necessary; assists in the recruitment and orientation process for new personnel; completes paperwork for employee status changes and when hiring or leaving the employ of the City; composes correspondence to advise those who were not hired as well as the candidates chosen of the City's actions; assists in the preparation and placement of employment job announcements and advertisements; communicates, both orally and in writing, with prospective candidates; assists with interview examinations, skill-testing measurements, record-keeping of rules and regulations, policy amendments and personnel scheduling; prepares orientation packets, employment brochures, job announcements and payroll information. Serves as liaison with other departments, outside agencies, and service providers; responds to requests for information.
6. Participates in conducting wage, salary and benefit surveys for the purpose of compensation administration and bargaining unit negotiations; compile data and prepare written reports.
7. Participates in ensuring human resources programs and activities are administered and implemented in compliance with federal and state laws, rules, and regulations.
8. Assists the Director of Management Services with budget preparation, notes issues and monitors expenditures.
9. Receives inquiries from the public; provides information requiring the understanding of policies and regulations; screens telephone and office callers by furnishing the information requested, resolving the problem/complaint, or referring the caller when appropriate; may open officials' and administrators' mail and either personally handle or route for handling to appropriate departments.
10. Coordinates schedules of appointments, meetings, conferences, accommodations, travel and special events such as holiday parties, appreciation dinners or picnics, community-wide events and coordinates activities with outside agencies. Maintains mailing/contact lists of appropriate agencies, public officials and vendors.
11. Prepares formatted staff reports, resolutions and ordinances for draft content received from other departments or independently as requested; consults City records, researches background materials and prepares reports as assigned.
12. Prepares material requisitions and special check requests; reviews invoices for accuracy and ensuring items are received and resolving discrepancies as necessary; prepares preliminary drafts of departmental budgets; assists in the preparation of the City's overall budget and monitors expenditures; initiates annual purchase orders in conformance with approved budget.
13. May serve as secretary to various committees, task force group, subcommittees or commissions; prepares draft and final agendas; compiles and distributes packet; ensures noticing requirements are met; attends meetings; prepares minutes.
14. Provides notary public services as required by various City departments and the public.
15. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.



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QUALIFICATIONS/GUIDELINES

Education and/or Experience

Graduation from high school or equivalent, supplemented by business or specialized secretarial training. Must have experience in public relations, public communications or related government experience; modern office procedures; records management; taking and transcribing minutes; and word processing, spreadsheet and presentation software programs. Any combination of education and/or experience which demonstrates the required knowledge, skills and abilities necessary for satisfactory job performance. Example combinations include at least three years of full time professional level experience in a municipal setting. Additional supplemental training or college level course work in a closely related field is desirable.

Knowledge, Skills and Abilities

Extensive knowledge of technical and administrative office methods, procedures and techniques, open meeting laws (Ralph M. Brown Act), filing and record-keeping, business correspondence, report writing, and correct English usage. Ability to serve as a Notary Public is desirable. Extensive knowledge of the administrative structure of municipal government; the functions and operations of an executive/administrative office; personnel principles and practices; data collection and basic analysis techniques; and basic budgeting procedures. Skill in the operation of a variety of office equipment, computer and software (word processing, database, presentation and spread sheet applications and others) as needed. Skill in modern office equipment operation, including video tele; and telephone systems; typing/word processing, and note-taking accurately at a speed necessary for successful job performance. Ability to learn, interpret and apply laws, rules and regulations with respect to particular assignments; take responsibility and exercise good judgment in recognizing scope and authority, as well as in reflecting program goals and the intent of the supervisor; use of correct English grammar, composition, punctuation and spelling; develop and compose reports and correspondence independently; communicate effectively; greet and assist the public; show patience and courtesy to callers and visitors; deal effectively with a wide-range of public officials, citizens and staff in situations requiring diplomacy, tact and poise; exercise initiative, independent judgment and decision-making; learn departmental functions in order to refer the public to appropriate parties; understand and carry out complex written and/or verbal directions; establish and maintain effective working relationships.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid California Driver's License and good driving record. Thorough knowledge of notary public procedures and the ability to maintain a valid commission is also required. The notary public commission shall be obtained within a reasonable time to be determined by the City Manager at time of hire.

ESSENTIAL ELEMENTS

Physical Demands: Sitting, standing, walking, reaching, grasping, lifting, manual dexterity, clear speech-complex, clear-seeing, and driving (car).

Stress Factors: Some pressure in assisting the public. Ability to interpret and explain actions to the public and supervisor.

Work Environment: Considerable work with the public, staff and City officials; verbal contact, face-to-face and telephone.

Mental Requirements: Reading complex, writing complex, perception/comprehension and judgment.



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Equipment: Computer, keyboard, telephone system, calculator, photocopiers, micrographic equipment and automated circulation equipment.