

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: G04

CLASSIFICATION: Administrative Services Coordinator

DEPARTMENT: As appropriate
Current locations - City Administration, Police, and Public Works

CLASS DEFINITION: To provide professional level administrative support to a department manager including budget preparation and analysis, purchasing, feasibility analysis, and personnel administration; and to conduct special studies and prepare reports.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from the higher class of Administrative Analyst in the level of complexity of assigned duties. This classification is distinguished from the lower class of Staff Analyst in assignment of department level budgets and projects verses division/section level assignments.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from either an Executive or Administrative Manager.

May exercise direct supervision over technical and clerical staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS: Depending upon area of assignment, responsibilities and duties may include, but are not limited to, the following:

Develop, compile, review, distribute and administer assigned department budget; maintain and monitor appropriate budgetary controls; implement budgetary adjustments as necessary; work closely with Budget Office staff to ensure consistency with City-wide processes and procedures.

Select, train, supervise and evaluate staff; assign and schedule work projects; work with employees to correct deficiencies; implement discipline and termination procedures.

Act as a liaison with the Human Resources Department regarding recruitment, classification/compensation, training and employee/labor relations issues; conduct investigations, reference checks and other confidential assignments within legal guidelines and as appropriate.

Coordinate and monitor the administrative functions of assigned department; prepare staff reports and other correspondence to department managers; schedule department meetings.

Actively participate in the development and implementation of goals and objectives, policies and procedures; evaluate and audit internal systems, policies and procedures; recommend and implement improvements.

Approve purchasing activities for assigned department; research and recommend sources for supplies, apparatus and equipment; approve requisitions with purchasing requirements.

Prepare and evaluate Requests for Proposals (RFP) for new equipment acquisitions, facility projects and contract services; evaluate and recommend vendors; participate in contract preparation; monitor contractor performance against agreement standards; recommend payment

for services; ensure compliance with appropriate policies and procedures; resolve issues and take corrective action for non-compliance.

Prepare billing requests for contracted services and activities; approve payment of goods received; allocate payments to appropriate accounts.

Provide information to and promote public relations with local businesses and the general community; respond to inquiries and requests; coordinate department public relations activities; participate in the publication and distribution of the department newsletter.

Provide administrative analyses for special projects; conduct research and prepare detailed reports; act as a liaison between department staff and other divisions and departments.

Prepare oral and written reports including annual reports; assist in the preparation of the department's capital improvement and strategic plans; prepare the quarterly status report.

Review and evaluate the assigned department's computer resource needs; identify, evaluate and purchase system hardware and software; maintain contact with computer vendors; recommend system improvements.

May represent the City in Small Claims Court.

Participate on a variety of City and departmental committees.

Perform related duties and responsibilities as required.

JOB RELATED QUALIFICATIONS:

Experience and Training Guidelines: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities are as follows:

Experience: Responsible experience in public administration, business administration, personnel management and/or public relations.

Knowledge of: Principles and practices of accounting; fiscal planning and management including feasibility analysis; principles and practices of statistical analysis; practices of budget preparation and administration; principles and practices of human resources management and training; principles and practices of public administration; principles and practices of purchasing; principles of organization and management; principles of supervision; pertinent Federal, State and local laws, codes, rules and regulations.

Ability to: Prepare accurate and complex financial reports and budgets; conduct and analyze surveys; prepare and monitor contracts; supervise, train and evaluate staff; negotiate with major vendors and suppliers; schedule and facilitate the progression of capital expansion; assess needs relative to service levels and make recommendations; analyze and resolve complex problems; identify and resolve employee/labor relations issues; work independently; exercise sound and professional judgment; maintain confidentiality; use and operate a microcomputer including

spreadsheet and database applications; analyze department goals and formulate recommendations; communicate clearly and concisely, both orally and in writing; prepare clear, concise and accurate reports; maintain effective working relationships with those contacted in the course of work including City and government officials, management staff, employees, contractors, outside agencies and the general public.

License/Certification Required: Possession of a valid California Driver's License in order to travel to meetings off site.

WORKING CONDITIONS:

Physical Conditions: Work is performed in an office environment utilizing modern office equipment and technology and may require sitting for prolonged periods of time using a computer. The incumbent stands, walks, and may twist, reach, bend, crouch and kneel. An incumbent must be able to meet the requirements of the classification and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

OTHER:

FLSA Designation: Administrative Exempt

Unit Designation: Professional Management

CAREER LADDER INFORMATION: Experience gained in this classification may serve to meet qualifications for Administrative Analyst or similar classifications.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

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