

**CITY OF OBERLIN JOB DESCRIPTION**  
**Administrative Coordinator**

<b>Title:</b>	Administrative Coordinator	<b>Department:</b>	Any Assigned
<b>Supervisor:</b>	Department Director	<b>Positions Supervised:</b>	None
<b>Status:</b>	Part- or Full-Time	<b>Civil Service Status:</b>	Unclassified
<b>FLSA Status:</b>	Non-Exempt	<b>Exemption Category:</b>	N/A
<b>Bargaining Unit:</b>	None	<b>Pay Grade:</b>	3
		<b>Schedule:</b>	Regular business hours, evening meetings and other overtime as assigned

*This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.*

**General statement of duties:** Provides clerical and administrative support to the Department Director, and assists in various administrative functions including but not limited to budget development and administration, reporting and recordkeeping, document preparation, record management and retention, research and basic statistical analyses, purchasing, contract administration and project/event planning/coordination. The position also may require providing clerical and administrative support to various boards and commissions. The position requires extensive interaction with other employees and City officials, representatives of various community groups, government entities, boards and commissions.

The Administrative Coordinator shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Administrative Coordinator shall demonstrate leadership and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

**Minimum Qualifications:** Requires a high school diploma or GED, and at least five (5) years of previous experience in a similar position including clerical or administrative duties and customer service experience, or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job. The position requires a valid state of Ohio driver's license. The position may require successful completion of additional pre-employment procedures including but not limited to as drug testing and background investigations. An

individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

**Distinguishing Features:** This is an FLSA non-exempt position which requires advanced clerical and administrative skills as well as knowledge of municipal operations and administration. The position involves providing administrative and clerical support to a department director and various boards/commissions. Typical duties may include research/reporting/basic statistical analyses, budget/contract administration and coordination of projects or special events, as well as routine clerical functions. The position also may require providing clerical and administrative support to various boards and commissions, and representing the department director to various entities. The duties may include supervision of part-time or seasonal personnel, and may require occasional training of personnel functioning in the Administrative Assistant classification.

The work will require the ability to work independently, as well as organizational skills, initiative and discretion.

**Primary Job duties:** *(Essential functions are identified by an \*; percentages indicate estimated amount of time spent on each duty areas - percentages include ranges as employees are required to be cross-trained in all areas of work performed in the department)*

**Administrative Support (30 - 50%)**

- Assists Department Director in conducting research of files and records; researches, retrieves, compiles and organizes information as required\*
- Collates data, conducts basic statistical analysis and prepares reports\*
- Establishes, evaluates and modifies office procedures and systems to ensure effective department operations\*
- Coordinates department personnel functions such as payroll processing and personnel recordkeeping\*
- Coordinates programs, projects and events; manages details of meetings, recordkeeping and project/personnel schedules\*
- Assists Director in preparation and administration of department budget\*
- Assists in procurement and administration of contracts for goods and services\*
- Assists Director in coordinating various personnel activities including advertising, pre-employment procedures and employee orientation\*
- Responds to requests or complaints; researches or directs inquiries as needed to provide effective customer service\*
- Attends meetings, records minutes, prepares agendas/correspondence/materials and maintains files for committees/commissions\*
- Provides basic supervision including routine training and assignment of tasks to part-time and/or seasonal clerical employees\*

**Clerical Support (30 - 50%)**

- Composes, types, proofreads and edits correspondence, reports, memoranda and other materials to ensure accuracy and completion\*

- Establishes and maintains accurate, current and complete department records and ensures recordkeeping compliance with relevant regulations including City Administrative code and public records laws\*
- Processes routine forms for payroll, requisitions, purchase orders and other standard municipal government practices\*
- Receives and processes various forms, permit applications and payments\*
- Enters data to department forms and systems; generates routine reports\*
- Maintains office supply inventory; researches and orders supplies to maintain adequate supplies and respond to special requests for supplies or services
- Maintains office equipment; coordinates services with equipment suppliers\*
- Greets office visitors and provides customer service as needed\*
- Performs routine office procedures including processing mail, photocopying, faxing, collating and distributing documentation and/or meeting materials
- Operates standard office equipment including computer, telephone, copy/fax machines and other standard equipment\*
- Operates various software programs including word processing, spreadsheets, databases and department-specific programs\*

**Related Duties (20%)**

- Maintains and increases knowledge and skills through attendance at meetings, conferences and training seminars\*
- Assists Director and performs other related duties as assigned\*

**Required Knowledge, Skills and Abilities:**

- Knowledge of City of Oberlin policies and procedures
- Knowledge of local, state and federal government practices and procedures including public sector procurement, contract administration, recordkeeping and reporting
- Knowledge of Ohio Public Records Laws and related regulations regarding records retention and destruction
- Knowledge of standard business practices and procedures
- Knowledge of procedures regarding various committees and commissions
- Ability to take and prepare accurate meeting minutes
- Ability to plan, organize and coordinate details of projects and programs
- Ability to anticipate problems or issues
- Ability to establish and maintain effective working relationships with supervisor, co-workers, other City employees and members of the public
- Ability to perform routine office procedures including typing, filing, answering telephones, copying, faxing, business writing and provide effective customer service
- Ability to perform basic mathematical calculations including percentages and averages
- Ability to operate computer software to perform word processing, spreadsheet, database management and power point presentations
- Ability to research problems, collect and organize information and prepare summary reports of data and other information
- Ability to multi-task and perform with evolving priorities
- Ability to define problems, recommend effective solutions and draw valid conclusions
- Ability to communicate effectively in both verbal and written forms

- Ability to provide effective customer service
- Ability to demonstrate initiative in work environment
- Ability to troubleshoot routine equipment and software problems and determine when external support is required
- Ability to establish and maintain accurate and current records
- Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment
- Ability to see, hear, sit for extended periods of time and operate standard office equipment including computer, telephone, fax/copy machines requiring manual dexterity
- Basic data entry and word processing skills

**Specialized Knowledge, Skills and Abilities:** The Administrative Coordinator will be assigned to one of several departments which require the following unique sets of knowledge, skills and abilities (KSAs). These KSAs can generally be acquired through on-the-job training which occurs after the employee is hired.

***Administration:***

- Knowledge of City of Oberlin Administrative Code pertaining to Civil Service and personnel administration
- Knowledge of various collective bargaining contracts and employee regulations

***Public Works:***

- Knowledge of Public Works collective bargaining agreements
- Knowledge of various public works operations and divisions

***Planning and Development (Planning and Zoning):***

- Knowledge of City of Oberlin Administrative Code pertaining to building and zoning regulations
- Knowledge of basic grant administration practices and regulations including Community Housing Improvement Program (CHIP) procedures
- Knowledge of basic principles of urban planning

***Planning and Development (Building Division):***

- Knowledge of Building department permit tracking software
- Knowledge of City of Oberlin Administrative Code pertaining to building and zoning regulations

***Oberlin Municipal Light and Power Systems (OMLPS):***

- Knowledge of OMLPS inventory management software
- Knowledge of OMLPS collective bargaining agreements
- Knowledge of basic principles of electrical generation and delivery systems
- Ability to operate two-way radio and dispatch department personnel

***Police:***

- Knowledge of Police department Rules and Regulations

- Knowledge of Police / Dispatcher Reporting Software and related reporting and recordkeeping requirements
- Ability to operate audio and video recording software
- Knowledge of various Police collective bargaining agreements

**Fire:**


- Knowledge of Fire department reporting software
- Knowledge of fire prevention activities
- Ability to perform dispatcher duties and response to emergency requests

**Work Environment and Equipment Utilized:** Standard office equipment is utilized routinely in the job, and the work is performed in a typical office environment with adequate lighting, ventilation and temperature controls. The employee may be required to sit for extended periods, and perform routine physical tasks such as bending, squatting, lifting (< 20 lbs.) and reaching. **SAFETY SENSITIVE POSTIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

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Employee Signature/Date

 04.08.11

\_\_\_\_\_  
Human Resources Signature/Date

 4/8/11  
Appointing Authority Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

 4/8/11  
Law Director Signature/Date

Reviewed by Civil Service Com. 7/15/08

Reviewed by City Council n/a