



## **Administrative Coordinator**

### **Planning and Construction**

PC/9

#### **JOB SUMMARY**

This position reports directly to the Engineering Director and performs administrative duties to include statistical, clerical, logistical and financial support services.

#### **MAJOR DUTIES**

- Records and track incoming plan submittals and distributes to appropriate reviewers; monitors review progress; inputs comments to AMP database.
- Maintains division files and records (training, safety, HR, division fleet mileage, etc.).
- Coordinates with Senior Inspector to record/track clean-out inspections and document inspection results.
- Compile support documents for various meetings and presentations including agendas and handouts.
- Assists engineering staff and Procurement Division in scheduling and preparing for pre-bid and pre-construction meetings.
- Maintains and updates various Division databases.
- Coordinates the development and implementation of Division CMMS and work order tracking; works cooperatively with other agency staff for the implementation of CMMS software.
- Reviews monthly expenditures and tracks budget; assists in the preparation and tracking of annual operational and Capital Projects budget; process requisitions; reviews invoices for accuracy and proper assignment of expenditures; provide payment recommendations to Director of Engineering.
- Orders and maintains office and field supplies.
- Makes travel arrangements for Division staff.
- Coordinates the recording of plan documents, easement documents, and infrastructure dedications.
- Works closely with Division Service Review Specialist in the evaluation and creation of new customer accounts; provides secondary support in absence of Service Review Specialist.

- Answers telephone and greets visitors; provides information and assistance.
- Maintains various financial and statistical reports for the Director of Engineering.
- Performs other related duties as assigned by the Director of Engineering.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of agency and departmental policies and procedures.
- Knowledge of agency purchasing policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the use of such office equipment as a scanner, fax machine, and copier.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Engineering Director assigns work in terms of general instructions and spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include agency and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Strict regulations and guidelines contribute to the complexity of the position.
- The purpose of this position is to coordinate the Division's administrative functions. Success in this position contributes to the efficiency and effectiveness of Division operations.

#### CONTACTS

- Contacts are typically with co-workers, other agency personnel, vendors, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, or to provide services.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

The Administrative Coordinator may provide minor supervision for temporary or other support staff as required by the Engineering Director.

**MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Demonstrated experience in organizational finance roles (accounts receivable, budgeting, process of invoicing and pay requests, etc.).
- Demonstrated knowledge of current Microsoft Office products (MS Word, Excel, Power Point, etc.).
- Demonstrated knowledge and use of computerized maintenance management systems (CMMS).
- Demonstrated experience in the creation/management/tracking of departmental budgets.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/ internship or having had a similar position for one to two years.

**PREFERRED QUALIFICATIONS**

- Knowledge and experience in water and sewer infrastructure, public utilities, construction, engineering or public governmental service.
- Experience and use of Cityworks CMMS software.
- Demonstrated experience in governmental/corporate customer relationship roles.
- Fluency in current social media, presentation and public outreach tools.
- Experience in ISO or other standardized record keeping protocols.