

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Administrative Services Coordinator		
<b>Job Code:</b>	PR1030	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	610	<b>Date Reviewed:</b>	07/08/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Coordinates, oversees, and supervises various operational and administrative support staff members for the Department, which may include overseeing all human resources, medical records, payroll, and hiring needs for the Department. Provides highly responsible administrative support to senior level management staff.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Participates in the preparation and administration of the department budget; forecasts funds needs for specific programs or projects; and monitors and approves expenditures.
3. Supervises, manages and coordinates human resources functions for the department; interprets personnel rules and regulations; researches recruitment and compensation issues.
4. Provides guidance to supervisors and employees regarding work-related issues. Refers employees and supervisors to appropriate resources; informs of and interprets personnel rules and regulations; and assists with conflict resolution, as necessary.
5. Assists in preparation of departmental business plan; facilitates completion of quarterly and annual reporting requirements of the plan; and ensures timely completion of annual statistical report.
6. Implements Records Management policies; ensures compliance with City policies; and serves as subject matter expert of records retention schedules and challenges.
7. Assists in managing contracts and coordinates and facilitates new agreements
8. Provides a variety of analytical and research support on various projects; prepares and presents reports; and assists with planning, development and implementation of work plans.

9. Represents the department/division at various meetings with other city departments.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**

- Principles and practices of business administration and human resources management.
- Principles of supervision, training and performance evaluation.
- Principles of municipal budget preparation.
- Principles and procedures of wholesale billing, reporting, contracts, and etc.
- Principles and procedures of record keeping and reporting.
- Principles of business letter writing and basic report preparation.
- Operational characteristics, services and activities of assigned program area including administrative, financial, IT, human resources, or operational functions.
- City Personnel Rules and Regulations.
- City policies and procedures.
- Pertinent Federal, State and local laws, codes and regulations.

- **Skill in:**

- Problem solving and conflict resolution.
- Computers and applicable software.
- Research and analysis.
- Basic mathematics.
- Analytical thinking.
- Organization and time management.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Supervise, direct and coordinate the work of subordinate employees.
- Recommend and implement goals and objectives for providing effective customer services.
- Interpret and explain City and departmental policies and procedures.
- Respond to requests and inquiries from the general public.
- Prepare clear and concise reports.
- Develop interview materials that correlate with job related competencies.
- Maintain confidentiality.
- Plan and devise meetings and work plans.
- Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, human resources or related field and four years of increasingly responsible administrative and operational experience in support of a department, division or major service area, including one year in a supervisory or lead capacity.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.