

# CITY OF HELENA



**Position Title:** Administrative Coordinator

**Department:** Public Works

**Division:** Administration

**FLSA:** Non-Exempt

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

## **Job Purpose:**

Under general direction and independently, this position manages, plans and oversees all office/administrative support and fiscal services for the Public Works Department and participates in departmental administrative decisions. Many job functions are complex, confidential and sensitive in nature; requiring advanced skills in organization, planning, and department operations and objectives. The position has a high level of responsibility in assisting the Assistant Public Works Director in overseeing and managing the department's budgeting and finances. The incumbent is responsible to oversee, train and standardize administrative processes and personnel throughout the department.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

## **Administrative Functions**

This position serves as the main administrative support for the public works department; answering calls, greeting guests, distributing mail and providing high level administrative support and assistance to the Director, Assistant Director, City Engineer, and all Public Works Department Divisions. The incumbent also serves as the central, technical point of contact between the department and Information Technology Department, and serves as front line computer support. The position coordinates or assists in coordinating department programs, seminars, workshops, travel arrangements, special projects and/or events and may supervise program/project development and planning as requested. Additionally, the incumbent oversees and provides specialized reports, correspondence and database management; develops and implements reporting procedures; oversees maintenance of the department's records and inventories; and is responsible for the upkeep of the Public Works Department web pages. The position is responsible for overseeing, coordinating, maintaining, processing and balancing the department's timesheets for submission to payroll.

## **Fiscal Responsibilities**

This position assists in development and monitors the department budget with input from department staff on office needs and monitors throughout the year processing deposits and payments correctly allocated/charged to the appropriate funds; and reviews, reconciles and evaluates monthly ledgers, budgets and reports for department accounts. The incumbent also assists with contract tracking and monitoring.

## **Unique Department Duties**

This position provides direction and training of Administrative Assistants located in Public Works Divisions. Special projects include coordinating development and implementation of standard operating procedures; development, maintenance, and reporting of a Public Works data dashboard; and organizing annual activities for National Public Works Week.

## **Essential Knowledge, Skills and Abilities Related to this Position:**

### **Knowledge of:**

- Advanced preparation and procedures for budgeting, accounting, cost control and administration.
- Principles and practices of fiscal, statistical and administrative data collection and report preparation.
- Effective management and organizational practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern office procedures, methods, equipment and software such as Word, Excel, Access, PowerPoint and other relevant software.

- Internet based systems, existing/emerging technology that are or could be used by the department.
- Administrative management principles.
- Principles and practices of business letter writing.

**Skill or ability to:**

- Type and enter data at a speed and accuracy necessary for successful job performance; and communicate clearly and concisely, both orally and in writing.
- Perform responsible and difficult financial and administrative work involving the use of independent judgment and personal initiative.
- Prepare and administer large and complex budgets and allocate limited resources in a cost effective manner.
- Research, compile, analyze, interpret and prepare a variety of administrative, statistical and financial reports in a clear, concise manner.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Utilize/learn internet-based systems, existing and emerging technology that are/could be used by the department, and act as liaison and support between department and support personnel.
- Establish and maintain positive working relationships with those contacted in the course of work, often under difficult circumstances; work cooperatively with other departments, City officials, internal members, outside agencies and the public.
- Analyze, develop, establish and maintain efficient office work flow and administrative processes.
- Maintain confidentiality of sensitive personal and operational information.

**Physical Demands:**

Ability to work in a standard office environment with ability to travel to different locations. Ability to see, hear, and speak to interact with public and city staff. Involves work of a general office nature usually performed sitting or standing.

**Safety**

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

**Minimum Qualifications (Education, Experience and Training):**

This position requires an associate’s degree in business administration, accounting, finance or related field AND five years of increasingly responsible administrative/office management, accounting, office management or related experience. The position also prefers one year of supervisory experience. Other relevant combinations of education and work experience may be evaluated on an individual basis.

**License or Certificate:**

Must possess a valid driver’s license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver’s license within six months of hire.

**Supervision Received:**

Supervised by the Assistant Public Works Director

**Supervision Exercised:**

None – but coordinates, trains, and ensures standardization of processes of the other Administrative Assistants in the Public Works Department.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.