



Town of Oro Valley Classification Description

Title: **ADMINISTRATIVE COORDINATOR**

Job Code: 1890

FLSA Status: Non-Exempt

Department: Community & Economic Dev.

Salary Grade: 110

POSITION SUMMARY:

Under general supervision, provides office managerial support to the Community & Economic Development Director, Public Works Director and Assistant Director and assists staff engineers in contractual and procurement activities of the Public Works Department. This position will be responsible for distributing all community development documentation to the appropriate reviewing agencies; assigning case numbers and maintaining files.

ESSENTIAL JOB FUNCTIONS:

- A. Provides administrative and operational oversight and support to the Director and Assistant Director.
- B. May communicate with staff, management, elected officials, and the public.
- C. May supervise and assist clerical staff in the department.
- D. Coordinates group and individual meetings, reserves and prepares conference rooms and manages appointment calendars. Plans, organizes and coordinates department events and team building exercises for the Director and Assistant Director.
- E. Attends and transcribes minutes for meetings. Prepares department communication documents for department as directed.
- F. Completes special and ongoing projects and tasks as assigned.
- G. May act as lead for selected new programs and special projects.
- H. Assists the Director and/or Assistant Director in the research, analysis and report development for the long term department planning and development of strategies to determine unmet needs and requirements to provide service to the public.
- I. Prepares, drafts, coordinates and distributes correspondence, reports and documents. Receives and routes mail for the Director and Assistant Director.
- J. Assists in the development, maintenance and tracking of the department budget and records.
- K. Interacts with Town Attorney and staff for legal guidance regarding contracts, resolutions and other possible review of department documents to support activities.
- L. Coordinates and monitors departmental contracted services with contractors, consultants, and outside agencies.
- M. Assists in preparing advertisements for the solicitation of bids and proposals in compliance with legal standards and in coordination with the town Procurement Administrator.

- N. Assists in conducting the public bid process including solicitation, pre-bid meetings, bid openings, evaluation of bids and proposals, preparation of written summaries and recommendations for bid awards.
- O. Assists the issuance of plans and specifications to bidders and maintains documentation.
- P. Responds to questions and inquiries in regards to contract status, terms and contractors compliance, solicitation and bids.
- Q. Assists in generating, reviewing and coordinating change orders and contract amendments as required.
- R. Reviews financial records of contract payments and retention.
- S. Generates and/or oversees work purchase requisitions for contracts and supplies. Orders supplies, furniture and clothing items and approves expenses to authorized levels.
- T. Manages for the Director and Assistant Director the maintenance of department records to monitor and track contracts, invoices and purchase orders.
- U. Administers, monitors and approves payment of invoices, contracts and grants between the Town and consultants, contractors and funding agencies.
- V. Accepts development applications over the counter and reviews them for completeness. Calculates and accepts the correct review fees.
- W. Assigns development case numbers to all project applications. Creates and maintains development case files ensuring all information is properly filed, distributed, and tracked in a timely manner. Maintains digital index of all development case files.
- X. Acts as lead administrative staff offering assistance, training, mentoring and back up (knowledge of minutes) with impeccable ethical standards, attention to detail, strategic skills, analytic thoroughness, respect for cultural differences, and ability to manage time-sensitive, confidential tasks.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, state and Federal statutes, ordinances, codes, rules and regulations governing contracts and procurement activity.
- Knowledge of basic organizational and supervisory management practices.
- Knowledge of Town and Department policies and procedures.
- Knowledge of contract and bidding laws and regulations.
- Knowledge of budget, record keeping and proposal principles and practices.
- Skill in research, analysis and report preparation.
- Skill in use of personal computer hardware and software.
- Skill in operating a full range of office equipment in a professional, high-volume office setting.
- Skilled in taking notes via manual or digital methods and well versed in Robert's Rules of Order.

- Skill in verbal and written communication, including listening and communicating effectively with diverse groups of people.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalent. A Bachelor's degree in Public Administration or related field preferred.
- Seven (7) years business/office experience including at least three (3) years of program or development experience **OR** an equivalent combination of education and experience.
- Background in development review process is highly preferred.
- Must be proficient in Word, Excel, Outlook and PowerPoint software. Experience with database software programs also preferred.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.
- May include after-hours committee meetings.