# CITY OF HOUSTON

**JOB DESCRIPTION**

Job Code: 302.6

Job Title: **ADMINISTRATIVE COORDINATOR**

Pay Grade: 24

## GENERAL SUMMARY:

Performs varied professional administrative functions associated with organizing the development and implementation of administrative and supervisory activities of the assigned department/division.

## RESPONSIBILITIES:

- Prepares, edits and revises department/division correspondence; prepares, edits and revises procedures manuals.
- Plans, initiates and implements programs and services to meet the immediate and long-range needs of one or more city departments.
- Prepares speeches and/or remarks for the department/division head; assists as needed with news releases and public relations; responds to the press, officials, clients and the general public on more sensitive department/division issues.
- Assists the department/division in the effective discharge of responsibilities by furnishing analyses, appraisals, recommendations and information concerning the activities and programs reviewed.
- Attends meetings and conferences involving public and private groups and city officials as representative of the department/division head and acts as liaison on matters involving other departments.
- Researches, analyzes and reviews new vendors, equipment, services and regulations.
- Participates in special projects as assigned by the department/division head.
- May coordinate division/department financial operations, including budget planning, integration and oversight, project cost analysis, expenditure control and accounting procedures.
- May coordinate the planning, research, presentation, promotion and evaluation of special programs such as grants.
- May supervise, guide, train or evaluate staff.

## SPECIFICATIONS:

**KNOWLEDGE:**
Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

**EXPERIENCE:**
Five years of administrative experience are required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

A Master's degree in Business Administration, Public Administration or a field closely related to the work being performed may be substituted for two years of experience.

Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

**COMPLEXITY:**
Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

**IMPACT OF ACTIONS:**
Errors in work could lead to significant expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

**SUPERVISION EXERCISED:**

**Direct Supervision:**
Although not a supervisory classification, occasionally a few positions may require supervisory responsibilities.

**Indirect Supervision:**
No indirect reports.

**CONTACTS:**

**Internal Contacts:**
Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

**External Contacts:**
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

**PHYSICAL EFFORT:**
The position is physically comfortable; the individual has discretion about walking, standing, etc.

**WORK ENVIRONMENT:**
There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

**PHYSICAL SKILL:**
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

## MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

## JOB FAMILY:
Administrative Aide
Administrative Associate

| | | |
|---|---|---|
| Administrative Assistant | OR | Administrative Assistant - Executive Level |
| Administrative Specialist | OR | Administrative Specialist - Executive Level |
| Administrative Coordinator | OR | Administrative Coordinator - Executive Level |

*Effective: October 1990*
*Revised: March 2017*