



Administrative Services Coordinator

JOB CHARACTERISTICS

Purpose

Performs a full range of professional, supervisory, and administrative work in support of the City Clerk's Office and the City Management Department requiring access to confidential information affecting employee relations.

Administers the recruitment and selection process for Council appointed boards, committees, and commissions. Performs related work as required all within the context of the City's Mission of providing responsive, cost effective, and innovative local government services through a collaborative effort with the community to make Concord a city of the highest quality.

Equipment, Methods & Guidelines

Follows City policies, procedures, regulations, and schedules; federal, state, and local laws and regulations. Typically uses telephone, meeting recording equipment, computers, and various dedicated software packages for database management and word processing.

Working Conditions

Conducts work primarily in an office setting; includes irregular hours to attend meetings, meet deadlines, and achieve objectives; records Council actions at three regular evening meetings per month.

Physical Demands

Work may include prolonged sitting, as well as moderate lifting, reaching, stooping, pulling, and pushing activities; manual dexterity; clear speech; and visual and hearing acuity when communicating with elected officials, City staff and members of the public and taking minutes at City Council meetings.

Supervisory Guidance Received/Given

Reports to the Director of City Management to identify and define objectives, courses of action, potential problems and alternative solutions. Work may be reviewed for progress and upon completion. Has broad latitude in the performance of ministerial acts although established policies, State law and City guidelines, rules, and regulations limit latitude on certain functions. Supervision given involves planning, directing, training, scheduling work activities, and evaluating performance of support staff. Participates in and recommends the selection of supervised staff.

Allocation Factors/Distinctions

The position may be deputized and act on behalf of, and at the pleasure of, the elected City Clerk on designated matters for the City of Concord and the Concord Redevelopment Agency. This position is assigned to the Confidential Employee Group as it requires access to information that affects employee relations.

EXAMPLES OF DUTIES

1. Develops the City Council/Redevelopment Agency Agenda with input from departments; develops future agenda schedule to track upcoming items, including items containing confidential information affecting employee relations; functions as the City Manager's liaison to departments in collection of reports and related material; advises departments on procedural issues related to agendas and meetings; reviews reports for accuracy and completeness.
2. Supervises assigned staff in producing and publishing City Council/Redevelopment agendas and agenda packet materials for each member of the City Council, for City staff and the general public in accordance with the provisions of the Brown Act; manages the process for posting of agendas and supporting documents to the City's Internet site.
3. **Manages the recruitment of applicants for appointment to the City's Boards and Commission. Assists Council in the selection process through appropriate review of applications. Schedules interviews.**

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4. Attends meetings of the City Council; documents actions and prepares minutes; accurately documents pending and completed Council actions; supervises follow-up actions resulting from City Council/Redevelopment Agency meetings and maintains current and past legislative history of Council actions.
5. Supervises and trains assigned staff in the review, processing and maintenance of documents resulting from Council actions such as resolutions, ordinances, notices of completion, approved final subdivision maps, and bid awards.
6. Attests, records, and certifies ordinances and resolutions, documents, contracts and agreements; maintains and assures proper use of the City and Redevelopment Agency Seals; and administers the Oath of Office function pursuant to State law.
7. Conducts and documents public project bid openings.
8. Supervises the posting, distribution and tracking of notices of meetings and legal publications.
9. Manages municipal elections including review and processing of nomination papers and statements of qualification, and the receipt and processing of petitions related to initiatives, recalls, and referendums. Assists and participates in the review, interpretation and application of pertinent laws and procedures in coordinating municipal, annexation, and assessment elections.
10. Researches and implements revisions to procedures and processes in connection with assigned functions.
11. Supervises the activities of assigned staff, determining work priorities, assessing training needs, monitoring progress, reviewing results, and evaluating performances.
12. Serves as acting Redevelopment Agency Secretary.
13. Acts as filing officer for Statements of Economic Interests and Campaign Statements in compliance with laws monitored by the Fair Political Practices Commission (FPPC).
14. Reviews, maintains and distributes the City's Policies & Procedures and Administrative Directives.
15. Maintains the Municipal Code and Master Fees and Charges Resolution, reviews amendments for appropriateness and accuracy.
16. Supervises the City's Records Management Program, including confidential records of matters affecting employee relations, supervising assigned staff, conducting annual audits, advising departments on records management issues, directing goal-setting, researching and implementing program improvements, and ensuring compliance by all departments.
17. Supervises document processing procedures for contracts, agreements, and recorded documents, including Historical Action Tracking System and Municipal Unified Functional Filing System (MUFFS) indexing, maintenance of subject, suspense, index and cross-reference files, and the classification of materials for filing, tracking documents, and insurance expiration services for departments.
18. Oversees the operation and maintenance of the City Clerk's office archival and vault storage; supervises the transfer and retrieval of records and information from in-house and off-site records storage facilities and the destruction of obsolete records in all City departments in accordance with the Council-approved Records Retention Schedule working with the City Attorney's office to ensure compliance.
19. Supervises centralized mail services for all City facilities, advises departments on best mail practices, acts as the City's liaison with the Post Office, and prepares policies and procedures as required.
20. Develops annual program budget and ten-year Plan for operating, capital equipment, and election activities; works within an authorized budget; exercises program budget control ensuring that Performance Based Budgeting (PBB) goals are met.
21. Ensures compliance with the California Public Records Act in response to requests for public records, consulting with the City Attorney's office when required.
22. Promotes the City's Mission to make Concord a city of the highest quality by providing responsive, cost-effective, and innovative government services; understands and subscribes to the Vision and Values Statement adopted by the City.
23. Performs other work and special projects as required.

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DESIRABLE QUALIFICATIONS

Knowledge and Abilities

Knowledge of the legal procedures and requirements relating to of official agendas, documents, reports, and related correspondence and materials; requirements of the Brown Act, Public Records Act, Political Reform Act, pertinent California State statutes and municipal code processes. Working knowledge of records management principles and procedures.

Ability to maintain confidentiality of sensitive information affecting employee relations; to communicate effectively with City staff, the public and elected officials; to interpret, and apply rules, regulations and laws; to compile and record a variety of information from various sources in preparation for City Council meetings; to demonstrate sound records management practices; to understand, interpret and apply established policies and procedures relating to assigned job responsibilities; to supervise and participate in the preparation and maintenance of official records, correspondence, reports, and related material; to take notes and accurately record; to work effectively under pressure and with frequent interruption; to understand and carry out oral and written instructions; to supervise and coordinate the work of assigned staff; to develop and administer budgets; to establish and maintain effective working relations; and to deal tactfully and courteously with those contacted in the course of work; to exhibit high-level grammatical usage and vocabulary.

Education/Experience

Any combination equivalent to experience and education that would likely provide the relevant knowledge and abilities would be qualifying. Generally, this will require:

Education: Two years of college in related field or specialized professional training. Possession of a Bachelors Degree in a related field is preferred.

Experience: Four years of related increasingly responsible experience in a City Clerk's Office, or the equivalent, including experience in public meeting practice, or professional-level experience in records management, and at least one year directing and supervising the work of others.

Other Requirements

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

Professional Certifications

Possess a Bachelors Degree in a related field, or obtain either a Certified Municipal Clerk (CMC) designation within four years of appointment or a Certified Records Manager (CRM) certification within timeframes designated by certification regulations, not to exceed four years.