



## Town of Danville

### ADMINISTRATIVE SERVICES COORDINATOR Administrative Services Department

#### **SALARY**

The current salary range for this position is \$3,572 - \$4,894 month; 37.5 hour/week. Flexible schedule will include evenings and weekends.

#### **DEFINITION**

Under direction of the Assistant to the Town Manager or Department Director, this position provides analytical, coordination and program/project management within the Administrative Services Department. The position is responsible for assignments in Finance, Human Resources and Economic Development functions. It also provides secondary support to the Town Manager and City Clerk program areas.

The position requires a high level of customer service, strong problem solving, group facilitation skills, adaptability to changing needs, technology competency, written and oral communication skills, and the ability to manage a wide variety of projects in a fast-paced work environment.

#### **SUPERVISION RECEIVED AND EXERCISED**

Position reports to the Assistant to the Town Manager. Successful performance of work requires the ability to work independently and perform complex analyses and research. This is a coordinator-level position, and deals with complex, interdepartmental issues. The position requires the ability to lead teams of employees across multiple departments who may not be direct reports.

#### **WORKING CONDITIONS**

Primarily an office setting involving computer and telephone use. Field work may include the inspection of capital projects and off-site meetings. Position requires the ability to work a varied schedule of hours, which may occasional evenings and/or weekends.

#### **ESSENTIAL JOB DUTIES**

The position will be responsible for the following *primary* tasks:

- Serve as project manager for enterprise-wide internal service delivery projects (e.g., document management, land management software).

- Conducts special research projects, including gathering, compiling and analyzing information; provides alternatives and makes recommendations on courses of action; gives presentations on findings.
- Assists in development of the Town's Operating Budget and Capital Improvement Program, including revenue and expenditure projections.
- Assists with the Town's State and Federal legislative platform including tracking legislation and communicating the Town's position on policy issues.
- Participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation.
- Analyzes monthly Treasurer's Reports for accuracy and consistency with Town policies.
- Prepares and submits Town Council agenda reports and various other commission, committee and staff reports, resolutions, ordinances and correspondence regarding assigned activities.
- Assist in the development and maintenance of efforts in economic development, including the analysis of employment, retail and economic data.
- Assists in the development and maintenance of program budgets, monitors expenditures and revenues to assure availability of funds, initiates invoices and facilitates collection of funds.

## **OTHER DUTIES**

Duties may include supporting other functional areas, including:

- Providing support to the Town Manager and City Clerk program areas
- Performing other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Project management and contract administration principles and techniques.
- Research and reporting methods, techniques and procedures.
- Methods and techniques of effective report preparation and presentation.
- Techniques for effectively representing the Town with the public, community groups, business community, and other professional and regulatory agencies.
- Techniques for providing a high level of customer service by effectively interacting with the public, vendors, contractors and other staff.
- Modern office equipment including computer software and hardware utilized typical to the profession (including Microsoft Office products).

### **Ability to:**

- Interpret and explain programs; identify and respond to issues and concerns of the general public, Town Council, and other boards and commissions.
- Conduct research projects, evaluate alternatives, and make recommendations.

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- Coordinate assigned activities with other Town departments and agencies.
- Direct the work of contractors and consultants.
- Prepare and present clear and logical written and oral reports, correspondence, policies, procedures and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet deadlines.
- Use tact, initiative, prudence, and independent judgment with general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **EXPERIENCE AND EDUCATION**

This position requires a combination of experience, education and unique abilities to adequately perform the required duties.

#### **Experience:**

Minimum two years full-time or four years part-time related professional experience or any combination of such full and part-time experience. Background in project management, business administration, or public administration desired. Public sector experience desirable.

#### **Education:**

Bachelor's degree from an accredited college or university in Political Science, Public Administration, Business Administration, Project Management or other related field or an equivalent combination of education and experience.

### **LICENSE/CERTIFICATION**

Possession of a valid California State Driver's License.

*Updated: December 2015*