

THE CITY OF OKLAHOMA CITY
invites applications for the position of:

Administrative Coordinator (Victim Services Coordinator)

SALARY: \$37,938.96 - \$57,942.00 Annually

OPENING DATE: 08/17/12

CLOSING DATE: 08/23/12 11:59 PM

JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS:

OPEN TO FULL-TIME AND PART-TIME POLICE EMPLOYEES ONLY

This position is the **Investigations Unit of the Oklahoma City Police Department with the City of Oklahoma City** and reports to the division head. An employee of this classification is responsible for providing standard research and analytical support by evaluating previously identified problems, developing alternatives, and making written and verbal recommendations for program, policy, and procedural changes based on independently conducted operational assessments. A variety of administrative duties in support of work activities are performed, such as budget preparation, goals and objectives development, staff report writing, and some special studies including feasibility, time, cost, and costing-benefit analyses. Knowledge of specialized functional responsibilities of the assigned work unit may be required prior to assuming the position. **Essential job functions include:** coordinating and supervising activities of administrative and clerical staff; reviewing documents for accuracy, completion, and timeliness; implementing special projects, programs or policy-related functions; performing tasks specific to the assigned department, program area or office function, such as processing specialized business forms and documents, completing payroll or purchasing functions, initiating personnel actions, and interpreting or categorizing codes. An Administrative Coordinator may design and coordinate large projects and functions by determining work procedures and personnel requirements, assigning work tasks, leading and instructing others, assists in establishing and/or interpreting policy, and making administrative decisions. The job requires frequent contact with other City personnel, outside organizations, and citizens in order to exchange information related to work activities, policies, and procedures. The employee must use independent judgment and discretion regarding information exchange and/or activities of the work unit that may be confidential in nature. Assignments are both general and specific in nature, and may be received in verbal and written form. Information exchanges are made in support of well-defined administrative or operational policies or procedures.

JOB REQUIREMENTS:

- i Knowledge of and skill in utilizing basic research principles and practices.
- i Knowledge of and skill in utilizing various word processing and spreadsheet software packages.

- i Skill in verbal and written communication, using tact and diplomacy.
- i Skill in supervising and coordinating activities of assigned staff.
- i Ability to apply a general knowledge of business and/or public administration principles and practices to work performed.
- i Ability to organize and assess large quantities of information and/or data.
- i Ability to utilize standard municipal budgetary principles and procedures.
- i Ability to prepare and present narrative and statistical reports with clarity and accuracy.
- i Ability to use logical thinking to solve practical problems.
- i Ability to work independently.
- i Willingness to assume responsibility for confidential material and information.
- i Ability and willingness to recommend program changes based on operational assessments.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

WORKING CONDITIONS

- i Primarily inside in a climate controlled environment.
- i Subject to sitting, standing, walking, or using a telephone for extended periods of time.
- i Subject to continuous exposure to light and glare from a computer monitor.
- i Subject to local travel on an occasional basis.

PHYSICAL REQUIREMENTS

- i Arm and hand steadiness and manual finger dexterity enough to use standard office equipment such as a computer keyboard, ten-key, telephone or fax machine.
- i Near vision enough to read and draft written and machine generated communications, such as standard records, reports, computer printouts, etc.
- i Hearing and speech enough to communicate in person and by telephone.

OTHER NOTES:

DEPARTMENTAL PREFERENCES

- i Experience administering a crime victim advocacy program for a law enforcement agency.
- i Experience working with community agencies that provide support and resources to crime victims.
- i Experience preparing grant applications and adhering to grant reporting requirements.