

**City of Dallas
Classification Specification**

Title:	Coordinator III	Class Code:	30017
Application:	Career Series	Pay Grade:	I
Supplemental/Code:	Administrative/1	Established:	10/01/01
FLSA Status:	Exempt	Reviewed:	01/01/09

Position Purpose:

Provides support and operational leadership in developing rules and procedures for a major program in one or more operational areas including planning, designing, establishing goals and objectives and conducting program evaluation on a city-wide scope.

Essential Functions Depending On Assignment:

1. Coordinates and provides administrative support to the City's Ethics Advisory Commission. Maintains extensive diplomatic contact with complainants, respondents, commission members, assistant city attorneys, and city executives. Develops internal procedures of operation and scheduling. Reviews and approves financial disclosure forms submitted by commission members. Prepares, edits, and submits annual report of commission activities.
2. Provides administrative support to City's Deferred Compensation Program. Coordinates meetings and agenda for two deferred compensation boards; reviews and processes monthly payments and contributions for the deferred compensation program; coordinates with third party administrator to ensure accuracy of participants' accounts and correct discrepancies. Researches issues and discrepancies, analyzes data and information, and develops response.
3. Provides administrative support to coordinate and implement the Community Development Grant Program that receives federal funds from the federal Housing and Urban Development Department; serves as primary liaison to City departments on Consolidated Plan and Action Plan; analyzes and prepares reports on goals and objectives of the consolidated plan and annual budgets; analyzes deviations in specific programs.
4. Prepares reports, writes procedures, oversees projects and research; evaluates results and composes executive summaries for management staff.
5. May supervise administrative staff, including hiring, training, and other personnel related actions.
6. Coordinate major outreach for medium size programs and events with citywide impact such as bond programs.
7. May have oversight of a budget or assists in preparation of a budget.
8. Prepare department wide statistics, collect, research, and analyze data; trouble shoot and resolve issues, ensure department is meeting goals.
9. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Knowledge of public administration and governmental environments.

Knowledge of personnel management practices.

Knowledge of customer service techniques to resolve problems and issues.

Ability to make decisions regarding interpretation of ethics ordinance.

Ability to plan, organize, schedule and coordinate resources effectively.

Ability to analyze operational programs, procedure and policies.

Ability to communicate effectively both orally and in writing.

Ability to research, analyze data and compile reports.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.