

CITY OF GLENDALE

TITLE:	Human Resources Coordinator	CLASS CODE:	240
REPORTS TO:	Deputy Human Resources Director	GRADE:	26
DEPARTMENT:	Human Resources	FLSA:	E
JOB DESCRIPTION DATE: June 2, 2010 cm			

JOB SUMMARY

Plans, develops, coordinates, supervises and monitors human resources programs and activities and provides complex analytical and technical administrative support to the department including administering and coordinating the budget and/or other special projects.

ESSENTIAL FUNCTIONS

NOTE: Specific functions, required knowledge, skills & abilities may vary depending on assignment.

1. Responsible for an operational section of the department; may supervise clerical and/or paraprofessional employees in assigned area.
2. Conducts research, analyzes findings, prepares reports, recommendations and presentations for management.
3. Participates in the preparation and administration of the department's annual budget.
4. Coordinates citywide volunteer programs.
5. Analyzes and prepares expenditure, projection, and income reports; reconcile department accounts.
6. Assists in management of administrative projects and the preparation of special project status reports.
7. Tracks progress and status of department projects and programs.
8. Negotiates, schedules and coordinates equipment or facility enhancements for the department.
9. Develops and conducts training sessions on new procedures, programs or processes.
10. Conducts research on program policies and procedures for issues related to human resources programs.

SECONDARY FUNCTIONS

11. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Research and data analysis methods and techniques
- Pertinent Federal, State and local laws, codes and regulations
- The principles and practices of public administration and of local government structure and services
- Computers and their application in local government
- Basic budgeting and accounting principles
- Program and project management techniques

KNOWLEDGE, SKILLS, ABILITIES (con't):

Ability to:

- Effectively use computerized data management systems
- Prepare and monitor a budget; estimate costs; project future expenditures
- Conduct research, analyze findings, and prepare clear and concise reports and recommendations
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with city officials, governmental agencies, and employees of all levels and the general public.

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Human Resources, Business or Public Administration, Management, or Accounting and two years of administrative or management support experience in Human Resources.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license