



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: May 21, 2025

SUBJECT: Administrative/Project Coordinator Position

DESCRIPTION:

The budget for the current fiscal year includes an additional assistant/project coordinator position. This position is not yet filled. The position was also in last year's budget but not filled.

I have evaluated operational and staff resource needs, and recommend the following:

- **Changes to current Deputy Clerk/DPW Administrative Assistant position**
 - Currently, this position is shared by the Clerk and DPW Superintendent. However, there has been challenges with the position reporting to two supervisors and working in two locations.
 - City Hall has additional administrative assistant needs. To better support each department, this position would continue to be a Deputy Clerk and only provide administrative assistance to City Hall department heads. This position will also be the lead on assisting walk in customers (including taking payments) and incoming phone calls.
 - We have been piloting these changes and it has been well received by staff.
- **Hiring a full-time Administrative/Project Coordinator for Public Works**
 - With the administrative, service, and project workload at the Public Works department, they are in need of more than part-time administrative support. This new position would provide assistance to Public Works by assisting with administrative and project coordination.
 - A copy of draft job description is attached.

Cost of Additional Position

I anticipate the new position will be in the range of \$49,429 – \$64,493. Benefits will be an additional 40%. A total of \$100,000 is included in next year's budget.

Project Management is no longer included in the Planning/Zoning Director job duties, which saved \$20,000 and will help offset the costs of the new position.

LEGAL REVIEW:

N/A at this time.

SAMPLE MOTION:

Motion to approve the Hope College request for one Oval Beach pass for Saugatuck Harbor Natural Area research.

**CITY OF SAUGATUCK
JOB DESCRIPTION**

Administrative/Project Coordinator

Position Summary:

The Public Works Administrative and Project Coordinator plays a critical role in supporting the daily operations and long-term initiatives of the Public Works Department. This position serves as an administrative point of contact for the department, providing high-level support in areas such as customer service, communications, scheduling, budgeting assistance, procurement, and training coordination. The role also contributes significantly to the planning, coordination, and execution of department projects.

Reports to: Public Works Superintendent

Supervises: None.

ESSENTIAL JOB FUNCTIONS:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

- **Administrative Support:**
 - Performs a variety of highly responsible confidential administrative support activities.
 - Serve as the first point of contact for the Public Works Department, answering phones, greeting visitors, and responding to inquiries.
 - Log service requests and assist with tracking status for timely completion.
 - Post job openings, collect and review applications, and help facilitate the recruitment process for Public Works and Oval Beach staff.
 - Coordinate and schedule training and continuing education for department staff, including CDL certification, CPR, MIOSHA, APWA, and other required seminars.
 - Provide comprehensive administrative support, including managing calendars, scheduling meetings, preparing agendas, and taking minutes.
 - Monitor inventory levels of department supplies and place orders for necessary items.
 - Assist with selling surplus equipment and researching, obtaining quotes for, and purchasing new equipment.
 - Assist with coordinating MISS Dig requests and tracking.
 - Assist with the preparation of the annual budget and monitoring expenditures.
 - Assist with reviewing and coding invoices, purchase orders, and other financial documents.
 - Assist with data collection, performance statistics, and asset management tracking.

- Prepare and process correspondence, reports, and other documents.
 - Maintain and organize departmental files, both electronic and physical, ensuring accuracy and accessibility of information.
 - Network with other municipalities and organizations to share information and resources.
 - Attend meetings.
- **Project Coordination:**
 - Assist the Public Works Superintendent in the research, planning, coordination, and implementation of projects, including infrastructure maintenance, repairs, and construction.
 - Track project progress, monitor deadlines, and identify potential issues.
 - Serve as a liaison between the Public Works Department and external stakeholders.
 - Assist with preparing project-related documentation, including contracts, permits, and reports.
 - Assist in the development of project schedules and budgets.
 - Coordinate project meetings and prepare meeting materials.
 - Maintain project files and databases, ensuring accurate and up-to-date information.
 - Assist with the procurement process, including preparing requests for proposals, evaluating bids, and managing contracts.
- **Other Duties:**
 - Manage and oversee Arbor Day and Tree City USA program participation and reporting.
 - Assist with the development and implementation of departmental policies and procedures.
 - Prepare and distribute public notices, infographics, and information related to projects, services and activities.
 - Assist with the coordination of special events.
 - Perform other duties as assigned.

MINIMUM QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

Requirements include the following:

- Associate's degree in business administration, public administration, or a related field; or two (2) years previous experience in an administrative support or project coordinator role, preferably in a public sector or construction/engineering environment; Previous project management experience highly desired; or equivalent combination of education and experience.
- Excellent interpersonal skills with the ability to communicate effectively, professionally, and tactfully with the public, staff, and elected officials.

- Strong attention to detail, organization, and the ability to manage multiple priorities under deadlines.
- Strong problem-solving abilities.
- Proficiency in Microsoft Office Suite and ability to learn municipal software systems such as BS&A.
- Ability to handle confidential information with discretion.
- Skill in preparing clear and concise written materials and communications.
- Ability to work independently and as part of a team in a professional office environment.
- Ability to type, enter data and record meeting proceedings efficiently and accurately.

Physical Requirements and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

An employee in this position will spend time in various environments, including an office, Public Works facility, and the field at various public works project sites. This may include sites with treacherous terrain, requiring the employee to traverse uneven ground and climb up or crawl down. Work sites and the Public Works facility may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with construction sites and maintenance activities. An employee will work on a computer for extended periods of time, communicate by telephone, e-mail, or in person, and move around the office, Public Works facility, and field to meet with staff, assist customers and complete the duties. Some evening or weekend hours may be necessary.