

**CITY OF SOUTHFIELD**  
**JOB OPPORTUNITY ANNOUNCEMENT**

*The City of Southfield is currently seeking qualified candidates for the following full-time career position:*

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**JOB CLASSIFICATION:** Office Coordinator I - Fiscal Services  
**SALARY RANGE:** TPOAM Grade H Pay Range: \$44,160 - \$54,355

Excellent benefit package, including medical, dental, vision, retirement, holidays, vacation, and more.

**REPRESENTATIVE JOB DUTIES**

- Provides guidance and coordinates the daily workflow of the Fiscal Services support staff to ensure efficient and high-quality work product to both internal and external customers.
- Assists in developing office procedures and standards; ability to assist in the planning and administration of departmental activities.
- Trains new staff in City procedures and departmental processes. Provides cross training for staff in various work areas.
- Handles internal and external calls regarding training, data entry, and inquiries.
- Prepares memos, letters, reports, and other material involving directed and self-generated materials for distribution.
- Ability to resolve departmental and external situations within position authority.
- Communicates department information and/or directives of the Department Director.
- Coordinates daily activities, calendars, and schedules for the department.
- Provides the public with information, guidance, or referral to appropriate department.
- Monitors, prepares, and maintains timekeeping/payroll reports for the department.
- Special projects and other duties as assigned.

**JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD**

- Associates degree; business or leadership courses desired or 2 or more years as an Office Coordinator or Supervisor in a customer service environment. Municipal government experience is a plus.
- Must possess organizational skills and the ability to perform high volume, multi-task duties during peak periods in an accurate and timely manner; work well under pressure of deadlines and changing priorities.
- Ability to recognize and analyze problems, plan and develop alternatives and effect innovative solutions.
- Ability to learn quickly and become proficient with the City's Financial Software program: Tyler Eden and BS&A. Proficiency in Microsoft Office products (Word, Excel, Outlook).
- Ability to work effectively with all levels of the organization and visitors with tact and diplomacy. Courteous and positive attitude when dealing with coworkers and the public.
- Excellent oral, interpersonal, and written communication skills; pro-active, public service attitude.

The selection process will include a review of the applicant's experience for posted requirements, a criminal history check, a skills test, and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience.

**APPLY AT:** City of Southfield, Human Resources Department  
26000 Evergreen, Southfield MI 48076

Applications may be downloaded from the City's website at [www.cityofsouthfield.com](http://www.cityofsouthfield.com)  
Completed applications can be emailed to: [sfldjobs@cityofsouthfield.com](mailto:sfldjobs@cityofsouthfield.com)

**City of Southfield Application Packet must be received in the Human Resources Department no later than 5:00 P.M. on January 14, 2022**

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

TF Dated: January 3, 2022



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at [hrrsupport@cityofsouthfield.com](mailto:hrrsupport@cityofsouthfield.com) if auxiliary aids or services are needed. Reasonable advance notice is required.