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City of San Diego Jobs — Municipal Services Coordinator — San Diego, CA, USA

Description

For people researching **City of San Diego Jobs** in **San Diego, CA, USA**, **Municipal Services Coordinator** is a role worth understanding within government administration. Core activities include coordinating city service information and tracking citizen requests and follow-ups, with accurate notes that keep the team informed. Skills in municipal services, coordination, and customer care help make this work more accurate and dependable.

Responsibilities

- Coordinate city service information.
- Track citizen requests and follow-ups.
- Maintain accurate digital records and follow up on missing information.
- Share progress with colleagues and keep departmental requests organized.

Qualifications

- Comfort with common office tools, online forms, and digital documents.
- Clear communication, dependable follow-through, and attention to detail.
- Practical familiarity with municipal services and coordination.

Experience

Experience organizing information, using digital tools, or working in government administration is a useful foundation.

Skills

Municipal services, coordination, customer care, Municipal Services Coordinator, Office coordination, digital records, customer service

Organization Website

Explore City of San Diego career and organization information.

Hiring organization
City of San Diego

Employment Type

Industry
Government Administration

Job Location
San Diego, CA, United States

Date posted
November 9, 2026

Valid through
2026-11-23