

City of Dunedin, Florida
Class Description

JOB TITLE: Administrative Coordinator
Finance Department

GENERAL STATEMENT OF JOB

Under general supervision, uses independent judgment to provide complex confidential administrative technical, and clerical programmatic, support to the Finance Department to ensure effective and efficient office operations in a multi-tasking environment. Performs related work as directed. Duties are often performed under steady pressure with frequent interruptions and a high degree of contact by phone and/or in person. Reports to the Director of Finance.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Independently assists the Director of Finance and other staff by performing a variety of secretarial, administrative and fiscal duties which include but are not limited to, researching and compiling data, maintaining inventory of office supplies and equipment, making travel arrangements, maintaining calendars, financial records, and computer record-keeping operations.

Assists with the preparation and development of the department's and City's annual budget and Capital Improvement Plan ("CIP") document.

Assists with the production and distribution of hardcopy and digital versions of the Comprehensive Annual Financial Report (CAFR) to appropriate internal/external parties.

Responsible for the accounting and processing of purchase order requisitions, receipt processing, check requests and processing the department's payroll. Assists with monitoring the department's expenses.

Composes and/or prepares reports and correspondence; types, word processes, proofreads various reports, memoranda, correspondence, statistical charts and official documents. Establishes and maintains department filing systems.

Administrative Coordinator, Finance Department

Assists in the coordination and preparation of agenda items for various meetings; researches and composes general agenda memoranda to be included. Develop and administer the City's Travel Policy and forms. Ensures the completeness and accuracy of all City travel forms.

Research, compile and distribute assessment searches requested by the public and/or outside agencies.

Reviews records and reports which require action; may be required to timely file reports.

Performs computer data entry to record and retrieve information.

Staff administrative liaison to the Board of Finance: prepares and distributes public notices, agendas and transcribes minutes for the Board of Finance and two subcommittees.

Completes annual filings for the following: Qualified Public Depository, post-debt issuance disclosure, comprehensive annual financial reporting application, budget award application, Statement of Financial Interest and other filings as needed.

Maintains department webpage on the City's website.

Anticipates and prepares materials needed by supervisors for conferences, meetings, correspondence, etc.

Receives and responds to routine inquiries, concerns and complaints from City citizens, department directors and City employees.

Performs duties in the absence of other department staff as needed.

Completes other administrative assignments/special projects as directed.

ADDITIONAL JOB FUNCTIONS

Performs routine clerical duties, including copying and filing documents, ordering office supplies, running errands, etc.

Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate staff person.

Greets office visitors and performs customer/public service duties as required.

Administrative Coordinator, Finance Department

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent with five years of verifiable work experience as an administrative professional. Work experience in a government agency and/or finance department is preferred. Certification or college coursework in the administrative field is a plus.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license.

Must be proficient in Microsoft Word, Excel, and Outlook.

PERFORMANCE INDICATORS

Knowledge of Job: Has a thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Finance Administrative Coordinator. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Posesses excellent administrative, clerical bookkeeping, and computer skills. Has superior communication, and interpersonal skills. Must be detail oriented and able to multi-task and coordinate work effectively. Is able to maintain confidentiality as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards, and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak, write and understand the English language.

PERFORMANCE APTITUDE

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data and/or information according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job.

Administrative Coordinator, Finance Department

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards. Knows how to perform duties in a professional and courteous manner and with the utmost integrity in the best interest of the City and the department.

Equipment- Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, calculator, copier, fax machine, recording equipment, and telephone.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information. Has knowledge of and skill in the use of modern office practices and equipment. Has knowledge of proper English usage, vocabulary, punctuation and spelling.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; may require ability to utilize principles of fractions and/or to interpret graphs. Has knowledge of basic mathematics. Is proficient with a calculator.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Has the ability to plan, organize and prioritize daily assignments and work activities.

Situational Reasoning: Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. Is able to type and take dictation accurately at a rate sufficient for the successful performance of assigned duties. Is able to use independent judgment in performing routine and non-routine tasks.

ADA COMPLIANCE

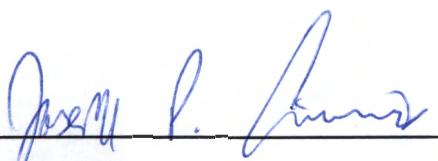
Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Tasks require visual and auditory perception and discrimination as well as oral communications ability.

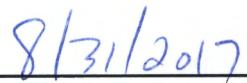
Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

Administrative Coordinator, Finance Department

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Director of Finance



Date