

City of Dunedin, Florida  
Class Description

JOB TITLE: **Administrative Coordinator**  
Fire Rescue Department

**General Description of Duties**

Under general supervision, performs higher-level administrative duties to ensure effective and efficient operations for the Fire Rescue Department in a multi-tasking environment. Duties are often performed under steady pressure with frequent interruptions and a high degree of contact by phone and/or in person. This position reports directly to the Fire Chief.

**Specific Duties and Responsibilities**

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

Independently assists the Department Head, Division Directors, Division Chiefs, Supervisors, and other staff by performing a variety of secretarial, administrative and fiscal duties.

Prepare memos, letters, meeting minutes, reports and other correspondence.

Answers and screens phone calls; provide accurate information to callers or forwards call to the appropriate staff personnel. Greets office visitors and performs customer/public service duties as required.

Receives, screens, and distributes USPS and interdepartmental mail. Receives and verifies shipments from UPS and other vendors delivering items to Fire Administration. Return and track shipments back to vendors for credit/refund.

Schedules/coordinates Department and public meetings; maintains calendars.

Coordinates scheduling and information for the City's Public Safety Committee; allocating the monthly minutes and other material requested by the committee.

Maintain inventory of office supplies/equipment and station janitorial supplies, placing orders as necessary as well as coordinating the maintenance and replacement of all office equipment.

Coordinates and orders uniforms for all department personnel, maintaining inventory of department uniforms; all the while, verifying that the Department is getting the best quality at the best price.

Responsible for accounting and processing purchase order requisitions and check processing: make department purchases as required through the preparation of purchase requisitions, check requests or with department credit card. Prepare and post bank deposits. Obtain bids as necessary. Reconcile monthly credit card reports. Review contracts with outside vendors for renewal.

Assists Department Head with annual budget preparation along with monthly budget tracking.

Maintain computer and paper filing record-keeping operations. Assist with Public Record requests as necessary.

Submit Facility Work Order requests and IT requests/updates for the Fire-Rescue Department.

Prepare travel requests, including making reservations and registrations.

Prepares and submits renewals of licenses, memberships and permits.

Maintain the Fire Rescue Department page on City Website.

Performs other related duties as assigned.

#### **Minimum Training and Experience**

A high school diploma or GED equivalent, supplemented by a minimum of five years of verifiable secretarial or administrative work experience is required. Certifications or college coursework in business is desirable.

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

#### **Special Requirements**

Experience with Microsoft Word, Excel and Outlook.

Possess a valid Florida Driver's License.

State of Florida certification as a Notary Public is desirable.

#### **Performance Indicators**

Has thorough knowledge of the methods, procedure and policies of the City of Dunedin as they pertain to the performance of essential duties of the Administrative Coordinator. Has knowledge of and skill in the use of modern office practices and equipment. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has knowledge of basic mathematics. Knows how to perform duties both professionally and efficiently; with the utmost integrity in the best interest of the public. Has the ability to

comprehend, interpret and apply regulations, procedures and related information. Has excellent administrative, organizational, computer and interpersonal skills and able to type accurately; at a rate sufficient for the successful performance of assigned duties. Skilled in applying responsible attention to detail, as necessary, in preparing reports and correspondence; maintaining confidentiality, as required. Read and interpret various materials of the responsibilities of the job. Take the initiative to complete the duties of the position without the need for direct supervision; using independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to work under stressful conditions as necessary. Has the ability to work efficiently despite frequent interruptions and changing priorities. Is willing, and able, to offer assistance to fellow employees as required. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Understands the occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to compile, assemble, copy, record and/or transcribe data and/or information according to a prescribed schema of plan; includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

**Human Interaction:** Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will.

**Equipment-Machinery, Tools and Materials Utilization:** Requires the ability to use, operate and/or handle equipment such as a computer, computer printers, 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 the ability to communicate effectively both verbally and in writing; able to speak, write and understand English.

**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 as well as produce, utilize and interpret spreadsheets.

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

**Situational Reasoning:** Requires the ability to exercise the judgement required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences.



## ADA Compliance

Physical Requirements: 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.

*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.*

Approved:

  
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Fire Chief

7/20/2020  
Date