

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Administrative Coordinator**  
Library Department

**GENERAL STATEMENT OF JOB**

Under general supervision, uses independent judgement to provide complex administrative, technical and confidential support to the Library to insure effective and efficient office operations in a multi-tasking environment. Oversees invoices processing, deposits, ledger accounts and record management. Duties are often performed under steady pressure with frequent interruptions. Performs related work as directed. Reports to the Library Director.

**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 Department Director, Assistant Library Director, Library Managers and other department staff by performing a variety of secretarial, administrative, technical and fiscal duties.

Answers and screen 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.

Manages meeting room reservations. Schedules meetings and maintains calendars, coordinating internal/external meetings, handling all related functions (notices/mailings, setup, agenda/handout materials).

Responsible for accounting and processing of purchase requisitions/orders, budget transfers and amendments, purchase order/contract invoices, check processing and department credit cards. Obtains quotes as necessary.

Maintains ledgers for special funds and grants.

Prepares purchasing documentation according to established procedures.

Compiles statistics for Library annual reports and State Library annual report.

Utilizes online resource for Library Calendar and oversees meeting requests, scheduling meetings and all related functions.

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

Enter work orders in online system from internal requests.

Assists Library supervisors with hiring forms, scheduling interviews and new employee set-up.

Compiles various Library program and closure information for advertising.

Oversees training forms, per diem and travel arrangements for library staff.

Maintains personnel files with confidentiality.

Prepares meeting minutes, correspondence and reports.

Assists with ledgers, billing and invoices with stakeholder groups such as the Friends of the Library and the Library Foundation.

Reviews employee timecards for payroll processing.

### **ADDITIONAL JOB FUNCTIONS**

Performs routine clerical duties, including copying and filing a variety of confidential and routine documents, collating materials, ordering office supplies, processing daily mail, running errands, faxing information, correspondence and schedules.

Assists with library programs, special events and meetings as needed.

Assists with library memorial items and donations.

Maintain department petty cash fund, including fiscal year end reconciliation.

May attend Board or Committee meetings as needed.

Researches, compiles and maintains data/records of a routine to moderate level of difficulty.

Performs related duties as required.

## **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent or some college with five years of experience in administrative work.

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 thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Administrative Coordinator. Has excellent secretarial, bookkeeping, coordination, computer and interpersonal skills. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to maintain confidentiality as required. 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 and understand the English language

## **PERFORMANCE APTITUDES**

**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.

**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 courteous manner and with the utmost integrity in the best interest of the public.

**Equipment, Machinery, Tools and Materials Utilization:** Has knowledge of and skill in the use of modern office practices and equipment. Requires the ability to use, operate and/or handle equipment such as a computer, copier, fax machine, recording equipment, calculator, telephone. Is able to type and take dictation accurately at a rate sufficient for the successful performance of assigned duties.

**Verbal Aptitude:** Requires the ability to use a variety of reference and descriptive data and information. Has knowledge of proper English usage, vocabulary, punctuation and spelling.

**Mathematical Aptitude:** Has knowledge of basic mathematics. 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.

**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 comprehend, interpret and apply regulations, procedures and related information. Is able to read and interpret various materials pertaining to the responsibilities of the job.

**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 take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary.

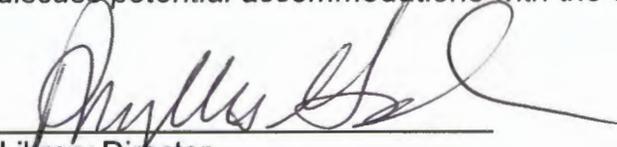
### **ADA COMPLIANCE**

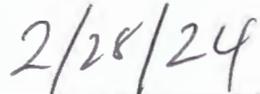
**Physical Ability:** Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing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

*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.*

  
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Library Director

  
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Date