

City of Dunedin, Florida
Class Description

JOB TITLE: Administrative Coordinator
Parks & Recreation Department

GENERAL STATEMENT OF JOB

Under general supervision, uses independent judgment to provide complex, higher-level, administrative, technical, financial and confidential support to ensure effective and efficient office operations to the Parks & Recreation 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 to the Parks & Recreation Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

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

Independently assists Department Director, Department Superintendents, Program Coordinators, Program Specialists and other department staff by performing a variety of secretarial, administrative, technical and fiscal duties.

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 and responds to routine inquiries, concerns and complaints from City citizens and other City departments.

Receives, screens and distributes USPS and interoffice mail. Receives and verifies shipments from various vendors delivering items to Parks & Recreation Administration. Returns and tracks shipments back to vendors for credit/refund, as necessary.

Prepares various memos, letters, reports, official documents and other correspondence. Performs other related duties and assists with special projects as assigned.

Coordinates scheduling and anticipates materials for various department meetings, as requested. Maintains Outlook calendars. Coordinates scheduling and meeting update information for department bi-monthly CIP meetings.

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

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

Coordinates and orders uniforms for all P & R Administration Office personnel.

Submit facility work order requests and IT requests/updates, into Tyler/Munis, for the P & R Department.

Responsible for reviewing contracts/agreements with outside vendors and organizations for renewal; including maintaining and tracking of required documentation, certificates of insurance and applicable fees.

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

Responsible for reviewing and processing of department staff payroll as well as compiling, reviewing, processing and submitting department contractual payroll information.

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

Prepare, process and verify accuracy of P & R Department travel requests; including making all necessary reservations and registrations. Coordinates and prepares materials needed by supervisor for conferences/travel.

Prepare and submit renewals for P & R Director & Department memberships & subscriptions.

Assist in preparation and development of department budgets; including monitoring of operating expenses and revenues and CIP projects. Responsible for entering all department budgets into Tyler/Munis.

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

Performs computer data entry to record and retrieve information.

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

ADDITIONAL JOB FUNCTIONS

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

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent plus college-level coursework or vocational training in business supplemented by a minimum of four years of verifiable secretarial or administrative work experience.

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

State of Florida certification as a Notary Public is desired.

SPECIAL REQUIREMENTS

Must have in-depth knowledge of computers, common software, and electronic filing systems.

Must possess advanced knowledge of Microsoft Office including but not limited to Word, Publisher, Excel, Outlook and Munis/Tyler.

This is a Category C position for the purposes of Dunedin Emergency Management. Employees in this category may assist with preparations before an Emergency Operations event, but are not required to remain at a designated City site during the event, unless otherwise notified. "C" employees are also not required to report for work until the City resumes normal operations, or as otherwise required by the City Manager, or her designee. Employees in this category will be required to call in to a designated City phone number or other means as advised to get instructions about reporting for work, and may be asked to assist with operations both before and after an Emergency Operations event.

Must possess a valid Florida driver's license.

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 knowledge of and skill in the use of modern office practices and equipment. Has the ability to read, write, speak and understand the English language. Has the ability to comprehend, interpret and apply

regulations, procedures and related information. Has excellent secretarial, administrative, organizational, accounting, 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. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative and use independent judgment to complete the duties of the position without the need of direct supervision. Is willing and able to offer assistance to fellow employees as necessary. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to work under stressful conditions, as needed. Has the ability to work effectively despite frequent interruptions. 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 read, write, 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. Develops and maintains cooperative and courteous relationships inter-and intra-departmentally and with external entities with whom the position interacts. Performs such within well-established policies, procedures and standards. Tactfully performs duties and handles requests, suggestions and complaints in a courteous manner with the utmost integrity and in the best interest of the public.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer/smartboard, 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.

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.

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.

ADA COMPLIANCE

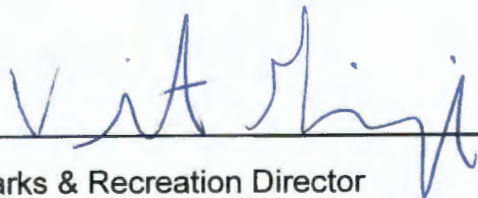
Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or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

Approved:



Parks & Recreation Director



Date