

City of Dunedin, Florida
Class Description

JOB TITLE: Executive Office Coordinator
City Manager's office

GENERAL STATEMENT OF JOB

Under general supervision and/or administrative direction, provides administrative, secretarial and analytical support to the City Manager to ensure effective and efficient office/City operations. Maintains the City Manager's schedule and calendar of appointments, supervises office support staff and performs related work as directed. Reports to the City Manager.

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 incumbent(s) of any particular position.

Assists City Manager, City Commission members and other department directors/managers by performing a variety of secretarial and administrative duties, including but not limited to composing and/or preparing various reports and confidential correspondence, taking and transcribing dictation, researching and compiling data, making travel arrangements, scheduling meetings and maintaining calendars.

Provides written/verbal reports to the City Manager regarding significant issues pertaining to city departments; reviews reports and correspondence submitted by departments to City Manager, and determines/initiates appropriate action/response; informs City Manager of overall organizational challenges and their status; presents possible solutions to challenges/problems.

Anticipates and prepares materials needed by supervisor for conferences, meetings, correspondence, etc. Gathers proposals and provides recommendations.

Assists in the coordination and preparation of agenda items for the City Commission meetings; researches and composes general agenda memoranda to be included. Prepares and distributes the Commission Action Item Report and provides necessary follow-up.

Reviews agenda items for City Commission meetings; contacts city departments for clarification, revisions, or additional information as needed; develops supporting documentation for use at Commission meetings.

Coordinates Commission workshops including scheduling, agenda and staffing.

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Supervises clerical personnel. Supervisory duties include scheduling; instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; acting on employee problems; performing annual performance evaluations and recommending disciplinary action.

Monitors, coordinates, or conducts various projects as assigned; discusses projects with parties involved. Coordinates projects with other office support staff.

Maintains inventory of office supplies and equipment, computer record-keeping operations.

Assists with budget monitoring, receiving and receipting payments, maintaining financial records, establishing and maintaining filing systems.

Compiles or monitors administrative and/or statistical data pertaining to City operations, projects, and programs; analyzes data and identifies trends; summarizes data and prepares reports.

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. Processes daily mail.

Communicates with City Manager, City Commission, office staff, city officials, other departments, employees, government agencies, local businesses, community organizations, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Receives and responds to routine inquiries, concerns and complaints from City citizens, Commission members, Department Heads outside organizations, City and State officials, and City employees and responds to routine correspondence, including writing and distributing press releases, etc..

Monitors and processes City agreements and leases. Coordinates special events and activities as assigned.

Communicates directly with department managers; receives feedback and assists divisions in understanding the goals and vision of the City Commission and City Manager.

Promotes city government to city employees, the public, the City Commission, or other individuals/ organizations by demonstrating a positive attitude and high level of customer service.

Performs computer data entry to record and retrieve information.

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ADDITIONAL JOB FUNCTIONS

Performs routine clerical duties, including copying and filing documents, ordering flowers/fruit for ill or bereaved employees, ordering office supplies, running errands, etc.

Attends, participates and helps coordinate/plan City events as directed. Attends meetings and serves on local committees as directed.

Provides assistance to other employees and/or departments as needed.

Performs duties of other support staff as required in their absence.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent plus college coursework in secretarial science, business or related field, supplemented by a minimum of five years of responsible secretarial experience at least two of which have been in a supervisory capacity.

Associate's degree preferred.

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

SPECIAL REQUIREMENTS

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 Executive Assistant to the City Manager. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. 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. 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 comprehend, interpret and apply regulations, procedures and related information. Has the ability to operate a personal computer, general office equipment, or other equipment as

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necessary to complete essential functions; ability to create and maintain various forms, reports, correspondence, presentation materials, spreadsheets, newsletters, databases, presentations, desktop publishing, e-mail, Internet, or other documents. 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. Has the ability to plan, organize and prioritize daily assignments and work activities. 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. Possesses Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Clearly understands any 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 or plan. Requires the ability to coordinate, manage, strategize and/or correlate data and/or information. Includes exercising judgment in determining time, place and/or sequence of operations.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Also requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Performs such within well-established policies, procedures and standards.

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

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; to use principles of basic probability and statistical inference.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for inter-related activities that can span one or several work units. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory,

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judgmental or subjective criteria, as opposed to that which is clearly measurable or verifiable.

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:



City Manager



Date