

City Of Dunedin, Florida
Class Description

Position Title: **Administrative Coordinator**

General Description of Duties

Under general supervision, performs higher-level administrative duties to department staff to ensure effective and efficient operations for the CRA and the Economic & Housing Development Departments. Must have good organizational skills.

Specific Duties and Responsibilities

Examples of 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.

Prepares memos, letters, reports and other correspondence.

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

Researches and responds to routine inquiries, concerns and complaints from City Citizens, department directors and City employees.

Receives, screens and distributes mail; screens and organizes director email; schedules meetings and maintains calendars, coordinates internal/external meetings. Schedules department and public meetings, and handles all related functions (notices, mailings, set-up, and distribution of handouts/agendas).

Maintains inventory of office and promotional supplies and equipment.

As CRA Administrator, establishes and maintains detailed filing systems.

Researches and compiles data; assists with special projects as directed.

Staff administrative liaison to Citizen Committees: CRA Advisory Committee and Visit Dunedin. Attends other meetings as assigned.

Review and processes employee timecards for payroll processing.

Make and processing department(s) purchases as required through preparation of purchase requisitions, check requests, or with department credit card. Obtain bids as necessary. Reconcile monthly credit card reports.

Prepare travel requests, including making reservations and registrations. Prepare and submit renewal of licenses.

Compile and prepare reports: City's Manager's monthly update, CRA Annual Report and others as needed.

Perform updates to department pages on City website.

Assist Director with budget development and monitoring of expenses.

Additional Job Functions

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Assists with Contract/Agreement management.

Provides administrative support to the Downtown Parking Plan.

Assists with other duties as assigned.

Minimum Training and Experience

Requires a high school diploma or GED equivalent, supplemented by a minimum of five years of secretarial or administrative work experience.

Experience in government is preferred, with experience in marketing, CRA and/or housing development strongly preferred.

Associate's Degree or above is a plus. However, an equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

Notary Public designation desired.

Special Requirements

Must be proficient in Microsoft Word, Excel and Outlook.

Must possess a valid Florida driver's license.

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. 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, 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.

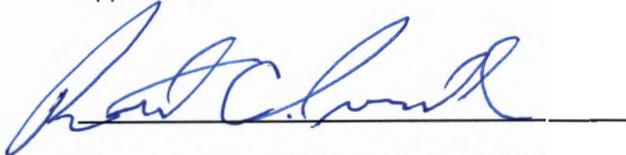
Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

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 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 in a professional and effective manner and with the utmost integrity in the best interests of the public. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has excellent administrative, organizational, computer and interpersonal skills. Is able to type accurately at a rate sufficient for the successful performance of assigned duties. Is skilled in applying 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 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 work under stressful conditions as needed. Has the ability to work effectively despite frequent interruptions and changing priorities. Is willing and 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 efficiently. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

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:



Economic & Housing Development Director

5/10/17

Date