

City of Dunedin, Florida
Class Description

JOB TITLE: Public Services Administrative Coordinator
Public Services Division

GENERAL STATEMENT OF JOB

Under general supervision, uses independent judgment to provide complex administrative, technical, confidential and secretarial support to the Public Services Division to ensure effective and efficient office operations in a multi-tasking environment. Performs related work as directed. Duties are often performed under steady pressure with frequent interruptions and a high degree of contact by phone and/or in person. Reports to the Public Services Division 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 Division Director, Supervisors, and other staff by performing a variety of secretarial, administrative and fiscal duties, which include but are not limited to composing and/or preparing reports and correspondence, researching and compiling data, maintaining inventory of office supplies and equipment, uniform inventory, scheduling meetings, maintaining computer record-keeping operations, assisting in budget preparation, maintaining financial records, establishing and maintaining filing systems, making travel arrangements, entering work orders in H.T.E., responsible for accounting and processing of purchase order requisitions, receipt processing and processing payroll.

Types, word processes and proofreads, copies, files and mails various reports, letters, memoranda, correspondence, and official documents.

Assists with special projects as directed.

Public Services Administrative Coordinator, Public Services Division

Assists in budget development.

Prepares minutes to Public Services Staff Meetings and produces and distributes meeting minutes as directed.

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

Reviews and processes employee timecards for payroll processing.

Performs computer data entry to record and retrieve information.

Anticipates and prepares materials needed by supervisors for conferences, meetings, correspondence, etc.

Receives and responds to routine inquiries, concerns and complaints from City citizens and other divisions . Enters work requests from customers into the H.T.E. System. Assists in closing work orders in the system.

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

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ADDITIONAL JOB FUNCTIONS

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

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. Operates Public Services radio base station dispatching calls to employees working in the field. Receives shipments from UPS and other vendors delivering equipment and supplies to division.

Performs related duties as required.

Public Services Administrative Coordinator, Public Services Division

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent plus college coursework or vocational training in business, supplemented with four years of experience in secretarial 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 Public Services Division. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has excellent secretarial, bookkeeping, coordination, computer and interpersonal skills. 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 offer assistance to fellow employees as necessary. 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. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence.

Public Services Administrative Coordinator, Public Services Division

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: 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 knowledge of and skill in the use of modern office practices and equipment. Has knowledge of proper English usage, vocabulary, punctuation and spelling.

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. Has knowledge of basic mathematics. Is proficient with a calculator.

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 plan, organize and prioritize daily assignments and work activities.

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 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. .

Public Services Administrative Coordinator, Public Services Division

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.



Public Services Division Director

3/24/16

Date