



# Job Description

## Administrative Coordinator

Pay Grade: G04

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**Employment Status:** Full-Time

**FLSA Status:** Non-exempt

**Experience Required:** Minimum two (2) years of experience in a related field.

**Minimum Education Requirements:** High School Diploma or G.E.D.

**Department:** Varies.

**Direct Supervisor:** Varies.

**Supervisory Responsibility:** Direct (x); Indirect (x)

**Primary Work Location:** Works inside in an office setting.

**Certification:** Valid State of Florida driver's license. Microsoft Specialists Certification (Engineering & Utility Services), Certification in the following are Incentives to the position: (City Clerk) Florida Records Management Certification, Microsoft Certification, Sunshine Certificate for Florida Public Officers and Staff.

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**Job Summary:** This position is responsible for performing advanced clerical, secretarial, and administrative work. Scope of responsibility and degree of knowledge required is complex, varied, and advanced.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Perform duties of a clerical nature and participate directly in the work of the individual(s) supported.
- Provide instruction and lead department Staff Assistants in the execution of their daily duties, as assigned; work closely to ensure accuracy and efficiency throughout the department, as assigned.
- Administer staff operations related to payroll, office supplies, etc. for multiple divisions.
- Prepare and process payroll for assigned department and help to maintain payroll system for the department.
- Perform main cashier duties, maintains the petty cash for the department, completes reconciliation paperwork daily for deposit, and completes cash sheets daily, if required.
- Perform office management functions and coordination.
- Type using PC or system word processing software and processes letters, forms, reports, schedules, manuals, booklets, requisitions, purchase orders and related paperwork. Type information or enter it into computer data containing technical terminology. Retrieve data for reports.
- Set up and maintain specialized office files. File letters, reports, and related technical information in the prescribed manner. Assemble information for others use. Prepare forms and composes letters.
- Maintain strong customer service skills with information relating to various types of City operations.
- Perform research and retrieval of records. Conduct statistical comparisons of information. Assist in the preparation and maintenance of department records.
- Assist in budget preparation and monitoring.



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- Secure details of specialized information, coordinating office work and providing information regarding the services and operation of the unit.
- Open, prioritize, and process mail.
- Maintain software programs relating to assigned department.
- Preside over and attend a variety of relevant meetings.
- Plan and coordinate travel arrangements for employees as necessary.
- Maintain the department website, updating information as needed.
- Keep appointment calendars and schedule appointments.
- Take notes and minutes of conferences, meetings and functions as required.
- Maintain office supplies.
- Perform other job duties as assigned.

### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### **Knowledge**

- Modern office methods, practices, and equipment.
- Standard business English with accurate grammar, spelling, punctuation, and sentence structure.
- Business correspondence formats.
- Record keeping and filing system methods.
- Advanced uses of word processing, graphics, spreadsheets, database, and other applicable computer software applications.
- City's functions, policies, and procedures.

#### **Skills**

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay complex oral and written instructions, policies and procedures.
- Basic math skills for budget and other financial calculations.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, Dictaphone, and copier.

#### **Abilities**

- Organize, file, and retrieve volumes of written materials.
- Develop and maintain working relationships with a diverse group of associates, including other professionals at the local, state, and national level and those providing services to the City.
- Organize and prioritize work and projects.
- Access, input, and retrieve information from a computer.

#### **Physical Demands**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:



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- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:  
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\_\_\_\_\_

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date