

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Administrative Coordinator**  
Public Works Department

**GENERAL STATEMENT OF JOB**

Under general supervision, uses independent judgment and confidentiality to provide complex administrative and technical support to the Public Services and Facility Services Divisions 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 Director of Public Works.

**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 Director, Assistant Director, Managers, Foreman, and other staff by performing a variety of administrative and fiscal duties, which include but are not limited to work management, purchasing, budget entry, finance posting, composing and/or preparing reports and correspondence, researching and compiling data, maintaining inventory of office supplies and equipment, uniform inventory and acquisition, and scheduling meetings.

Types, word processes and proofreads, copies, files and mails various reports, letters, memoranda, emails, correspondence, and official documents. Assists with special projects as directed.

Assists in budget development and works closely with the Business Analyst during the process.

Prepares minutes to Staff Meetings and other meetings like custodial coordination, produces and distributes meeting minutes as directed.

Provides quality control checks for a variety of process and procedures. Reviews and provides quality control for employee timecards for payroll processing and provides back up for approvals.

Performs computer data entry to record and retrieve information. Assists Department with Human Resources (HR) functions related to processing new hires and terminations in NeoGov; coordinates processes with HR.

Participates in the City Administrative group.

Handles interoffice mail delivery and pick up.

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 (primarily citizens) into the work order system (Naviline and Tyler Munis at this time). Assists in QC of the work process and system, assisting as needed.

Performs routine clerical duties, including copying and filing documents, ordering office supplies, running errands, etc. Reviews records and reports which require action; may be required to timely file reports.

Primary for initial customer contact, answers the telephone; provides accurate information to callers and/or forwards calls to appropriate staff person. Ensures phone message is up to date. Primary public records custodian to coordinate requests.

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 vendors delivering equipment and supplies to division staff.

### **ADDITIONAL JOB FUNCTIONS**

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

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent plus college coursework or vocational training in business and or finance, supplemented with four years of experience in administrative 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, Outlook and computerized work management systems.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies as they pertain to the performance of essential duties of the Administrative Coordinator. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has excellent administrative, financial, accounting, 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.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to compile, assemble, copy, record and/or transcribe data and/or information. Includes determining if work products comply with prescribed standards, procedures or routines. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence.

**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, vehicle, phone, and city 800 MHz two-way radio system.

**Verbal and Written 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. Has the ability to read, write, speak and understand the English language.

**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 for successful performance of assigned duties. Is able to use independent judgment in performing routine and non-routine tasks

### **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 computer screen 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.*

  
\_\_\_\_\_  
Director of Public Works

7-30-24  
\_\_\_\_\_  
Date