



JOB TITLE: Executive Coordinator
 DEPARTMENT/DIVISION: CMO
 REPORTS TO: Assistant City Manager

DATE	July 2017
JOB CODE	
FLSA	NON-EXEMPT
EEO	

SUMMARY: Responsible for providing confidential administrative support to multiple staff, including Directors, Professionals, Executives, or City Board Members. May be asked to participate in special projects or committees, coordinate workflow through the department or process department workflow, and may be asked to coordinate large-scale meeting and conference logistics. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- May serve as a lead to lower level staff, which includes: prioritizing and assigning work; training staff on work methods and procedures; and/or, performing other related activities.
- Provides complex, specialized administrative support in processing payroll, preparing personnel change forms, maintaining lists, preparing meeting agendas and minutes, maintaining departmental records, preparing and publishing legally required notices, setting up and maintaining databases, and/or other related documents.
- Prepares, processes, receives, sorts, and distributes a variety of reports, lists, correspondence, exams, packets, payments, credit card billings, payroll information, receipts, purchase orders, requisitions, invoices, check requests, deliveries, and/or other related information.
- Creates a variety of written business documents, which may include: memorandums, applications, brochures, letters, agreements, flyers, newsletters, greeting cards, and/or other related items.
- Provides administrative support, which includes: preparing and proofing reports, forms, and correspondence; updating internal manuals; monitoring the accuracy and implementation of applicable website and related updates; making travel arrangements; maintaining calendars; overseeing and maintaining office filing system; prescreening mail; answering and monitoring phones; taking and transmitting messages; and/or, performing other related duties.
- Participates in routine, Commission, City Council, and/or Board meeting activities, which includes: scheduling meeting rooms; preparing agendas, minutes, and legally-required postings; taking and disseminating meeting minutes; preparing Board orders; preparing notary forms; administering oaths to new members; creating and maintaining historical meeting records; and/or, performing other related activities.
- Responds to routine and sensitive requests for information and assistance; provides information regarding applicable rules, policies, and regulations; researches and resolves concerns and complaints from internal and external customers; refers inquiries as appropriate.
- Maintains appropriate inventory levels within assigned area of responsibility.
- Requisitions supplies to ensure availability in support of efficient departmental operations.
- Participates in monitoring departmental budgets and processing and maintaining related

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- documents and records.
- Performs other duties as assigned.

POSITION SPECIFIC JOB

City Manager's Office

- Performs a variety of specialized clerical activities in support of the City Manager's Office, which may include: assisting in various processes and procedures for Risk Management including but not limited to: setting up internal and external claims, worker's compensation claims, employee wage statements, and fund transfers; MVR processes such as reviewing police crash reports, mobile equipment and property inventory for risk insurance; preparing Council newsletters; preparing and processing invoices and check requests for memberships, subscriptions, travel reimbursements, and miscellaneous services; setting up rooms for Council meetings; preparing meeting and action agendas; organizes and coordinates special events; and/or, performing other related activities.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of modern office procedures and equipment;
- Knowledge of mathematical concepts;
- Knowledge of filing procedures and practices;
- Knowledge of the English language, grammar, and punctuation;
- Knowledge of administrative support principles and practices in area of assignment;
- Knowledge of report preparation techniques;
- Knowledge of basic budgeting principles;
- Skilled in maintaining various confidential records;
- Skilled in applying and explaining applicable laws, codes, regulations, policies, and/or procedures;
- Skilled in preparing and proofreading a variety of reports and/or documentation;
- Skilled in exercising judgment and discretion;
- Skilled in keyboarding;
- Skilled in recognizing problems, identifying alternative solutions, and making appropriate recommendations;
- Skilled in maintaining inventory and supplies;
- Skilled in prioritizing work and performing multiple tasks;
- Skilled in preparing meeting agendas and minutes;
- Skilled in researching and compiling data;
- Skilled in maintaining sensitive and confidential information;
- Skilled in providing customer service;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Five years progressively responsible administrative support experience.

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WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.