

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE COORDINATOR (Job Code 22).

GENERAL STATEMENT OF JOB

Performs senior and/or lead-level work in complex administrative support work for a department. Provides a wide variety of sensitive and confidential administrative support functions for a large department. Work is performed under limited supervision with considerable latitude in the use of initiative and independent judgment. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Performs a variety of essential record keeping duties and manages department record keeping and filing system including contracts, resolutions and purchasing bids.

Performs customer service activities, which includes responding to in-person or telephone inquiries, greeting the public, providing information on departmental services and functions, and directing callers to appropriate personnel.

Performs payroll functions, such as preparing bi-weekly payroll, entering additional compensation slips, preparing employee action forms, maintaining timekeeping information, and processing and submitting information to the Human Resources Department.

Prepares, monitors, and processes purchasing requisitions, check requests, change orders and invoices. Reconciles all departmental purchasing card transactions.

Responsible for budget preparation for department director review and approval; prepares budget transfers, tracks various police grants, forfeiture accounts and special projects.

Prepares regular and special financial reports and request statements as required by supervisor.

Verifies detail revenues and expenditures.

Responsible for overseeing contractual items such as uniform allowance, time accruals/banks, assignment pay, K9 benefits, eye exam/wear and tuition reimbursement, etc.

Requisitions supplies and equipment, performs follow up on outstanding requests, orders, inaccuracies, invoices and insufficient information to ensure accuracy and adherence to policies and standards, and updates.

May interact with high level professional employees in the preparation of complex legal documents, policies, procedures, and reports.

May provide general guidance, training, and support assistance to lower level associates and administrative support staff.

May take the lead on administrative aspects related to payroll and time-keeping tracking system for a large department.

May lead the work of staff in the preparation of monthly operations and reconciliations reports, reimbursement reports, and other reports as needed.

May lead and coordinate the work for assigned administrative staff.

May provide customer service and act as back-up support for other City positions.

Performs related work as assigned and/or required.

Performs emergency response duties as necessary.

MINIMUM TRAINING AND EXPERIENCE

Must possess a high school diploma or GED (college degree is preferred), supplemented by college-level coursework in advanced office support functions; with a minimum of four (4) years of related work experience. Must be proficient in using the Microsoft Suite.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping, some lifting and carrying of objects of light to moderate weight (5-15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read and write in standard English, and read a variety of materials relevant to government, legal, and/or City administration operations that range from moderate to complex levels.

Intelligence: Requires the ability to analyze and interpret problems and draw valid conclusions in task processing and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and filing documents.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: The ability to differentiate between colors or shades of color may depend upon department assigned.

Interpersonal Temperament: Requires the ability to deal effectively with people from a variety of departments in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and/or hear; (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed inside with potential for exposure to adverse conditions, such as dirt and/or dust.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of advanced office support functions, including knowledge of the Microsoft Suite.

Knowledge of business English, the application of such to a variety of formats and styles, and editing principles and techniques.

Knowledge of report and record keeping principles and techniques.

Knowledge of filing principles and methods.

Knowledge of departmental terminology.

Knowledge of department and City rules, regulations, policies, and procedures.

Ability to maintain a high level of confidentiality.

Skilled in both written and oral communications for effective expression and clarity.

Skilled in keyboarding and using various software programs.

Ability to exercise sound judgment and make independent decisions in accordance with established departmental policies and procedures.

Ability to establish and maintain effective working relationships with supervisor, support staff, and other department personnel.

Ability to analyze, organize, and review work for efficient results and accuracy.

Ability to handle a multitude of diverse tasks simultaneously, while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date