



CITY OF
ST. AUGUSTINE[™]
 EST. 1565
**PERSONNEL
 MANUAL**

3.	Job Description
3.2	General Employees
3.2.182	Administrative Coordinator

Job Position Administrative Coordinator

Department Public Works

Division Administration

Job Description

Administrative and secretarial work of considerable variety and complexity, which requires the ability to work with the public and other City staff. Work includes reception and fielding calls, maintaining Department files; assisting with compiling, editing, and proof-reading memorandums, agreements, ordinances, and reports; creating and enhancing newsletters, editing, maintaining and updating Department web content, PowerPoint presentations, mailings and flyers; human resource liaison; budgeting; and other clerical duties. Assignments at this level involve relieving the management staff of administrative and/or clerical functions and exercising considerable initiative while carrying out assignments. Work is performed under the general direction of the Director, Public Works.

Job Responsibilities

Acts as office receptionist; efficiently and professionally answers the telephone, accurately records and distributes detailed messages; greets, announces and routes visitors in a professional manner.

Assists the public with information, instructions and referrals. Receives and records complaints and ultimately routes to appropriate personnel for response/resolution. Assists other Departments and Divisions when necessary.

Assists Public Works divisions with creating, editing, maintaining and updating content on the City website, coordinating with the City Communications Division.

Assists with compiling and submitting of agreements, reports, and licenses to various agencies including DEP, DOT, and St. Johns County.

Responsible for sorting, recording and routing incoming mail and other correspondence; bulk mailings of letters, notices, and flyers; creating and maintaining mailing lists; and coordination, recording, and tracking of outgoing correspondence and mail including certified mailings.

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Job Responsibilities (continued)

Responsible for recording minutes at meetings and distribution of information prior to meetings. Coordinates and tracks Public Works Staff and conference room calendars.

Accurately records incoming and outgoing correspondence, routing of copies, and information distribution. Maintains suspense file on response deadlines, etc. Maintains correspondence and specialty files for Department. Maintains alphabetical, chronological, and electronic files and records of office correspondence, documents, reports and other materials. Assembles and summarizes information from files and documents in office or other available sources for Department use and review.

Performs clerical work including drafting, typing, editing, and proof-reading of memorandums, correspondence, resolutions, agreements, ordinances, reports and other documents. Assists Director with the creation of newsletters, handouts, flyers, and PowerPoint presentations.

Assists the Department Director in coordinating the development and monitoring of the Public Works Administration's budget. Reviews other Public Works Divisions budget availability prior to submitting check requests, requisitions, and other expenses to Director for approval.

As directed, prepares check requests and maintains status of same, travel advances, expense reports and requisitions. Routes invoices, requisitions to Purchasing. Assists with ensuring enough office supplies are in stock and prepares requisitions for approval when supplies are needed.

Assists Public Works lobby desk with customer support, processing of utility connection applications and payments, development submittals, right-of-way permits, issues notices, legal advertisements and other types of customer notifications.

Reviews and ensures the accuracy of bi-weekly payroll and attendance records for Department. Responsible for distribution of bi-weekly payroll.

Fixed Asset Administration: Manages all fixed assets assigned to the Department.

Human Resources Administration: Serves as the lead for all Human Resource issues for the Department including creating requisition folders for personnel vacancies. Maintains confidential records and uses appropriate discretion in matters involving employees, business contacts and public.

Assists with messages to field personnel, various notifications, and work order requests made by customers and staff.

Performs other related duties as assigned.

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Education, Training and Experience

High school diploma required, and three (3) years of secretarial and/or clerical experience; prior experience as an administrative secretary or an aide to an administrator or director. Additional higher education desirable. Must have computer word processing and software skills including spreadsheets, database, PowerPoint, graphics and other current office type software.

High level of personal communication, organization, writing and secretarial skills required. Ability to use specialized recording and transcribing equipment.

Driver's License Requirement: NONE.

Physical Demands

The physical demands representative of those that must be met to perform the essential functions of this job. This position is mostly sedentary, but does require standing, walking, bending, and kneeling occasionally and frequent use of hands to operate computer including keyboard and mouse and perform filing duties. The employee is regularly required to communicate and exchange information courteously, effectively, and promptly with the public, developers, contractors, and City staff. This position requires the ability to occasionally lift and move files and office supplies up to 20 pounds.

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