

ADMINISTRATIVE COORDINATOR

Nature of Work

This position performs administrative work in support of the General Administration Department. Work is performed under general guidance, with responsibility for evaluating situations, considering alternative courses of action, and exercising a high degree of independent judgment and problem-solving. Supervision is received from the City Manager.

Illustrative Examples of Work

- Supports the department by providing administrative assistance with internal as well as external communications.
- Prepares Permits, contracts, agreements, reports and spreadsheets for execution and follows them through to completion.
- Enters information into applicable programs.
- Tracks and schedules appointments.
- Receives and answers questions related to the responsibilities that fall within the department. Is the first point of contact with the public.
- Maintains a friendly, tactful, knowledgeable, professional, and efficient persona to both internal and external customers. This can be in person, by phone or via electronic media.
- Makes sure phone calls and messages are answered in an efficient and timely manner, and/or routed properly.
- Conducts research when necessary.
- Maintains files and general records of the department in a proper and orderly manner.
- Uses a computer to input and retrieve information.
- Coordinates between other City departments when necessary.
- Works in a team environment to meet the goals and functions of the department.
- Determines measures necessary to comply with applicable municipal ordinances.
- Tracks and orders supplies when necessary.
- Performs other duties related to the General Administration department as assigned.

Desirable Knowledge, Abilities and Skills

- Ability to work independently, prioritize effectively, and stay organized under changing demands.
- Ability to create and maintain Word, Excel, and PowerPoint documents.
- Ability to ascertain facts by personal contact, observation, and the examination of records.

- Ability to work with the public.
- Ability to keep records and make operational reports.
- Ability to evaluate applicable information and make decisions.

Essential Job Requirements

General Physical Requirements:

This position includes sedentary and non-sedentary functions. Tasks include those associated with the use of office related tools and machinery. Attending functions outside of standard business hours will be occasionally necessary.

Physical Activities:

Reaching, Standing, Walking, Lifting, Grasping, Feeling, Talking, Hearing, and Repetitive Motions. Frequent communication via telephone, email, and other electronic/digital devices and platforms.

Visual Acuity:

Must be able to perform activities such as: preparing and analyzing data and figures; preparing emails and other electronic/digital materials using a computer; determining the accuracy, neatness and thoroughness of work; operating a motor vehicle.

Working Conditions:

The worker is not substantially exposed to adverse environmental conditions.

Desirable Training and Experience

Bachelor's degree preferred or minimum of 2 years post-secondary education or experience in public relations, communications, marketing and/or a business-related field. Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job will be considered.