

Administrative Coordinator (Parks & Rec)



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. - Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Formatted: Left

JOB SUMMARY

Under administrative supervision, provides moderately complex to advanced administrative support for the Department. Responsible for administrative duties that support efficient daily operations. Creating and assisting in communication documents such as publications of flyers, brochures, City Website, etc. Assist with the daily facility programming, Department, and City Special Events. Includes a considerable amount of exercise of independent judgment and initiative.

Formatted: Left

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. - It is not necessarily descriptive of any one position in the class. - The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Formatted: Left

- Performs moderately complex administrative support duties for the Department, including creating and maintaining departmental file systems.
- Maintains and monitors complex departmental documentation for adherence and processing of applicable documents.
- Works collaboratively with Department staff and additional City staff for Department marketing, promotional material, brochures, flyers, or other means to promote the Department through marketing means.
- Provides office administrative support to the Department Director and additional Department staff.
- Assists in the development, recommendation, and implementation of goals, objectives, policies, procedures, and work standards for the Department.
- Processes Department records, ~~to include~~ including, but not limited to supplies, accounts payable, purchase orders, invoices, financial software, and any applicable programs needed for Department operations.
- Point of contact for coordination on department software programs or publications programs.
- Use of general office equipment and supplies.
- Responds to inquiries regarding departmental activities.
- Greets patrons, interacts, and communicates with a variety of groups and individuals.
- Assists in planning, organization, and implementation of City-Wide programs and Special Events.
- Assists in monitoring and ordering materials and supplies as needed.
- Collects fees for programs and events.
- Maintains accurate records of work performed.

- Submit orders and makes purchases for the Department.
- Assist in emergency management preparations and operations
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High School Diploma or equivalent ~~G.E.D.~~; ~~A minimum of~~ supplemented preferably by three ~~(3)–four (3–4) or more years~~ of clerical or administrative work experience; an equivalent combination of education, certification, training, or experience may be considered. Parks and Recreation experience preferred. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license ~~within 30 days~~ by the date of hire.

~~Must be able to obtain First Aid and CPR Certification within six (6) months of employment.~~

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills, and Abilities:

- Knowledge ~~in of~~ Microsoft Office Products (Word, Outlook, Excel, etc.).
- Knowledge in Recreation Computer Software.
- Knowledge of budget development.
- Skill in providing excellent customer service.
- Ability to work indoors and outdoors for extended periods ~~of time~~, especially during Special Events.
- Ability to multi-task while working with tight deadlines and shifting priorities.
- Ability to organize work in a timely completion fashion.
- Ability to work in a fast-paced environment.
- Ability to work with minimal supervision.
- Ability to establish and maintain effective and cooperative working relationships.
- Ability to work a designated work schedule, including evenings, weekends, and holidays.

Formatted: Line spacing:
Multiple 1.1 li

Formatted: Font: (Default)
+Body (Calibri), 11 pt

Formatted: Line spacing:
Multiple 1.1 li, Bulleted + Level: 1
+ Aligned at: 0" + Indent at:
0.25"

Formatted: Line spacing:
Multiple 1.1 li

Formatted: Font: (Default)
+Body (Calibri), 11 pt

Formatted: Line spacing:
Multiple 1.1 li, Bulleted + Level: 1
+ Aligned at: 0" + Indent at:
0.25", Don't adjust space
between Latin and Asian text,
Don't adjust space between Asian
text and numbers

Formatted: Line spacing:
Multiple 1.1 li

Formatted: Font: (Default)
+Body (Calibri), 11 pt

Formatted: Line spacing:
Multiple 1.1 li, Bulleted + Level: 1
+ Aligned at: 0" + Indent at:
0.25"

Formatted: Line spacing:
Multiple 1.1 li

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort for various tasks. Tasks may involve extended ~~time~~ periods at a workstation.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling, and bending. Work may involve ~~some~~ lifting, carrying, pushing, or pulling ~~of~~ objects and materials of light to moderate weight ~~(10–50 pounds)~~.

WORKING CONDITIONS

General office setting with frequent interruptions and deadlines. Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, ~~humidity~~humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils, and other cutting substances.

Formatted: Left