



Job Title:	Operations Coordinator		
Department/Group:	Building Department	Supervisor:	Building Official
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Grade Range:	5	Position Type:	Full Time
HR Contact:	Human Resources Coordinator	Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	
Applications Accepted By:			
FAX OR E-MAIL: (727) 391-1131 humanresources@madeirabeachfl.gov Subject Line: Operations Coordinator Attention: Recruiting or Human Resource Department		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			
GENERAL ROLE AND RESPONSIBILITIES Under the direction of the Department Director, the Operations Coordinator: <ul style="list-style-type: none"> • Provides information and assistance to residents and other members of the public. • Ability to multitask and to perform a wide range of duties and tasks. • Excellent oral and written communication skills. • Responsible for various processes and liaison with other departments such as Planning & Zoning, IT support, Finance and Code Enforcement. • Ability to interact effectively as a member of a team and work collaboratively with staff. • Proficient with office programs including Word, Excel and Publisher. • Scheduling meeting and coordinating necessary documents, equipment, etc. • Files correspondence, forms, documents, reports, purchase orders and other miscellaneous documents. • Orders, researches, and obtains quotes and inventories supplies and equipment; prepares purchase orders for Department Director approval. • Reviews invoices for receipt of goods and services and verifying appropriate charges. • Prepares, submits and reconciles purchase orders and other financial transactions. • Maintains various administrative records in compliance with records retention requirements. • Other duties as assigned. 			
DEPARTMENT SPECIFIC ROLE AND RESPONSIBILITIES <ul style="list-style-type: none"> • Prioritizes work according to departmental deadlines. • Serves as liaison to other team members, including interacting with managers of different areas of the organization, presenting findings to management as well as training and monitoring new employees and tracking and measuring staff performance. • Manage annual certification memberships, dues and continuing education requirements for department personnel. • Serves as primary record custodian for the department. • Provide assistance to Special Magistrate hearings. • Prepare and manage confidential materials and correspondence such as letters, memoranda, reports, affidavits, and other materials • Experience in permitting or other regulatory environment, such as a law office is preferred. 			



MISCELLANEOUS DUTIES AND RESPONSIBILITIES

- Perform Notary duties as needed.
- Maintain departmental office supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, and verifying receipt of supplies for payment.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor's degree and/or five (5) years previous experience relating to any of the following government departments: building, community development and code enforcement. A comparable amount of training, education or experience can be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of administrative and clerical procedures and systems.
- Ability to establish and maintain effective working relationships with the public and other City employees and subordinates.
- Ability to deal with the public effectively, courteously, and tactfully.
- Ability to analyze administrative problems, to make sound recommendations for solutions and to prepare effective work procedures.
- Ability to express oneself logically and concisely, orally, and in writing.
- Familiarity with graphic design programs preferred.

ADDITIONAL NOTES

- Physical Requirements - This job requires 85% of the workday sitting at a desk with 15% of the time spent walking, bending, stooping, twisting, turning, and occasionally lifting weight under 25 lbs.
- Eye-hand coordination is required for the use of calculators, computers, fax and copy machines.

ADA COMPLIANCE

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	