



Job Title:	Programs Coordinator		
Department/Group:	Community Development	Supervisor:	Community Development Director/Building Official
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	17.46-27.50 per hour	Position Type:	Full Time
HR Contact:	Human Resources Coordinator	Date Posted:	6/10/2021
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	6/17/2021
Applications Accepted By:			
FAX OR E-MAIL: (727) 391-1131 humanresources@madeirabeachfl.gov Subject Line: Programs 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 respective Department Director or designee, the Administrative Assistant provides clerical support to the respective City Department: <ul style="list-style-type: none"> • Provides information and assistance to residents and other members of the public. • Familiarity with office programs including Word, Excel, and Publisher. • Answers telephones, routes calls, and retrieves, and distributing messages for department. • Scheduling meeting and coordinating necessary documents, equipment, etc. • Files all correspondences, forms, documents, reports, purchase orders, and other miscellaneous documents. • Records and data-enters summary minutes for meetings of one board and verbatim on rare occasions for another meeting as required. • Researches, obtains quotes, orders, and inventories supplies and equipment, and 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. • Coordinates large mailings and spread sheet entry and tracking. • Other duties as assigned. 			
DEPARTMENT SPECIFIC ROLE AND RESPONSIBILITIES <ul style="list-style-type: none"> • Prioritizes work according to departmental deadlines. • Coordinates reviews, mailings and advertising for land use, zoning, and other hearing requirements. • Respond to all inquiries and convey to the public specific requirements for the business classifications and sub-classifications governed by City ordinances and state statute. • Inform applicants to see zoning for information relating to the City's sign code regulations on the city website. • Manage annual certification memberships, dues, and continuing education requirements for department personnel. • Coordinate with the appropriate parties for the delivery and review of material for the local planning agency and possess the ability to upload the agenda onto I-Compass. 			



- Serves as clerk to Special Magistrate, Code Enforcement, Variance, and Special Exception Hearings.
- Prepares and manages confidential materials and correspondences such as letters, memoranda, reports, affidavits, and other materials.
- Manages the Department web page.
- Receives, sorts, analyzes, summarizes, and produces material for the countywide coordination of the FEMA Community Rating System program.
- Experience in permitting or other regulatory environment, such as a law office is preferred.

MISCELLANEOUS DUTIES AND RESPONSIBILITIES

- 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

High school graduate (or GED equivalent) with course work in rated office processes and procedures. An AA or BA degree is preferred. This position also requires high level of knowledge of office management and organizational skills. Adaptability and time management are also essential. Previous experience as administrative assistant or senior clerical with at least two years experience in position of responsibility in urban planning, community development or other land regulating agency with public notice requirements. The applicant must have demonstrated the ability to perform job functions listed, either through related experience or specialized training.

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 80% of the workday sitting at a desk with 20% 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:	

