



Job Description

JOB TITLE **Administrative Coordinator - Public Works**

DEPARTMENT Public Works

PAY CLASSIFICATION \$38,598 - \$59,696

GENERAL PURPOSE

Under general supervision, the Administrative Coordinator executes clerical, technical, and administrative, fiscal, project and technical support functions. This position requires the application of technical and administrative knowledge, emphasizing strong initiative, discretion, independent judgment, learning, and decision-making skills.

DIRECT REPORT Assistant Town Manager/Public Works Director

ESSENTIAL JOB FUNCTIONS

Provides administrative support to the department director, operations manager, project managers, and other department staff.

Processes purchase orders, travel requests and other expenditures; orders and maintains office supplies.

Manages the Right-of-Way Permit applications, including review, permit processing, inspection and permit close-out.

Intake and management of tree removal notices and documentation.

Reviews and responds to incoming correspondence, initiates replies and follows up on actions to ensure completion.

Manages technical and clerical tasks, including the maintenance of databases/spreadsheets; produces written correspondence; provides administrative support for scheduling appointments, meetings (including Zoom), and facility requests.

Acts as the initial departmental contact for public inquiries, processing, and routing constituent

requests promptly, relieving director and staff from routine questions and service inquiries.

Manages office tasks, such as reviewing agreements, travel approvals, pool vehicle maintenance, and training and certification assistance.

Creates work orders and communicates essential information to staff.

Assist in drafting and coordinating agendas and back up items for boards and committees.

Oversees the recruitment process for department vacancies, from requisition to onboarding.

Monitors compliance with and updates to department SOPs (Standard Operating Procedure); creates internal checklists, organizational charts, and directories, and coordinates updates as needed.

Acts as the liaison between the department and the Town Manager's team for coordinating submissions related to Town newsletter content, brochures, social media, website and town app in a timely manner.

Supports the department's fiscal year-end closeout process, following up with staff and vendors, managing requisitions, and purchasing orders in coordination with the Finance Clerk.

Assist in developing content for public involvement notices, presentations, and overall communication materials and send to communication for distribution.

Assist in capital project monitoring and the production of quarterly report and other reports. Be familiar with the Department budget and oversee invoices and purchase orders related to capital projects.

Aids in planning and executing community meetings related to department projects.

Offers secondary assistance in digitizing department documents, ensuring accuracy and completeness within the Town's document management process.

Collaborates with other departmental teams on special projects, offering administrative assistance and contributing to the successful completion of initiatives.

In the event of an emergency, all employees are considered essential and may be required to perform duties outside of their normal job description.

Drives to various Town work locations; performs additional duties as assigned, crossing functional areas when necessary.

Organizes and maintains the departmental office filing system.

May provide back up to the Town Manager's Executive Assistant when needed and as requested

Minimum Qualifications:

Associate's Degree in Communication, Management, Public Administration, or related field; or two (2) years of experience in a professional or local government office.

Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

Customer service experience in telephone, email, and personal interactions.

Ability to handle matters with discretion and confidentiality.

Outstanding organizational, time management, critical thinking, and multitasking skills.

Experience in maintaining effective relationships with department staff, Town employees, and the public.

Valid driver's license Must obtain State of Florida driver's license within thirty (30) days of employment.

PREFERABLE QUALIFICATIONS:

- Prior experience in senior management administrative support.
- Familiarity with digital document and financial management systems.
- Proficiency in updating and retrieving data with speed and accuracy in databases.
- Experience with engineering and planning-related legal agreements.
- Exhibit problem-solving skills leading to sound judgment and quality decisions.
- Experience coordinating payroll and personnel procedures.

Position Overview:

The Administrative Coordinator executes clerical, technical, and administrative, fiscal, project and technical support functions. This position requires the application of technical and administrative knowledge, emphasizing strong initiative, discretion, independent judgment, learning, and decision-making skills.

I understand and acknowledge all duties listed above and agree to meet and maintain such qualifications.

Employee Signature

Date