WILTON MANORS JOB DESCRIPTION

POSITION TITLE: Administrative Coordinator

JOB CODE: 7012

FLSA STATUS: Non Exempt

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of the position is to provide moderately complex to specialized administrative support to the assigned department or executive level supervisor. Employees in this classification are accountable for the accuracy of both routine and non-routine administrative support duties as dictated by the nature of the department. Position performs essential duties for a large operating unit, a specialized unit, or as primary administrative support for an organization official. Position is distinguished from that of Administrative Secretary by the degree of accountability of the work, and greater latitude in exercise of independent judgment concerning assigned duties. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

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.

- Generates correspondence, memos, agendas, minutes, permits, orders, requisitions, ordinances, reports, claim forms, manuals, or other relevant materials appropriate to the assigned department.
- Compiles, prepares, and distributes various records, logs, and unit reports, e.g., time sheets, payroll and financial reports, and other relevant materials appropriate to assigned unit.
- Performs a variety of essential record keeping duties, and manages department record keeping and filing system, e.g., occupational licenses, accounts payable, vendor files, personnel records, accounting and fiscal data.
- Receives and reviews various reports, plans, and applications for the purpose of verifying accuracy, and ensures necessary copies of pertinent documents are made and distributed, e.g., invoices, purchase orders.
- Processes various forms required of assigned department, e.g., personnel forms, invoices, work orders, purchase orders.
- Acts as liaison between supervisor, other departments and outside agencies, gathering and relaying information as needed; receives telephone inquiries and concerns, ascertaining the nature of the call, and resolving personally or directing it to the appropriate individual or department.
- Arranges scheduling for meetings, interviews, travel, equipment repair and service, and other department functions.
- Works collaboratively with departmental staff to ensure dissemination of information, and efficient receipt of responses and reports.
- Performs related duties as assigned.

Administrative Coordinator 7012

MINIMUM QUALIFICATIONS

EDUCATION / CERTIFICATIONS / EXPERIENCE

High school diploma or GED; supplemented by three (3) to four (4) years progressively responsible experience and/or training in administrative/secretarial support functions; or an equivalent combination of education, training, and experience.

Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.