

# CITY OF TALLADEGA

## JOB DESCRIPTION

Job Title: Administrative Coordinator

Department: Public Works

FLSA:

Grade:

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: June 2017

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports to: Director of Public Works

Subordinate Staff: None

Other Internal Contacts: All City Departments

External Contacts: General Public; Businesses; Vendors; Federal Emergency Management Administration (FEMA); Alabama Department of Transportation (ALDOT); Contractors; County Offices of Mapping and Revenue; Drug Enforcement Agency (DEA); Veterinarians

### Job Summary

Under the supervision of the Director of Public Works, the employee is responsible for administrative, clerical, and communication functions of the office. The employee performs the full spectrum of clerical and administrative tasks to ensure the office is managed effectively and efficiently. The employee represents the City and the department by serving as the point of contact for the department, greeting visitors, providing information and directions, answering the phone, forwarding calls and providing general assistance. This employee provides support to the Director and may perform extended duties in the absence of the Director. Employee works with the Director to

coordinate functions of the department, ensuring processes are followed, supplies and equipment are available, and documents are completed and records maintained. The employee responds to questions, solves conventional problems, and refers unusual or difficult issues to the Director. This employee also provides euthanasia support and maintains a DEA license for drug storage and retrieval in order to assist with work in the animal facility, as determined necessary by the City. Work is usually performed in accordance with well-defined procedures. The work requires a high level of accuracy and also requires a high degree of responsibility and judgement in working with the public. This job classification is identified as safety-sensitive and is subject to a pre-employment background check and random drug screens.

### Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

**ESSENTIAL FUNCTION: Administrative Coordinator. Performs administrative duties to ensure high quality services and to provide departmental and City support.**

1. Serves as the secondary point of contact for the department and related services.
2. Creates, maintains, and updates departmental calendars.
3. Creates and maintains vehicle logs.
4. Processes temporary easements in coordination with the Director.
5. Tracks ownerships and any changes associated with properties within the City.
6. Conducts research associated with departmental processes, projects, functions, and opportunities for improving practices and growth.
7. Conducts grant research or possible funding opportunities.
8. Maintains inventory records related to vehicles, equipment and supplies.
9. Participates in planning and responds to needs related to emergencies.
10. Addresses matters of compliance; consults with director as needed.
11. Receives, addresses, and appropriately processes complaints and problems.
12. Provides support and input regarding the annual budget for the department.
13. Provides support to other City departments and cross-trains as required.
14. Serves as back-up support for the animal facility services; assists with euthanasia services as required.

**ESSENTIAL FUNCTION: Project Support. Coordinates projects to ensure efficient and effective completion.**

1. Coordinates departmental project work with the department Director and leadership/supervisors.
2. Participates in special initiatives and projects.
3. Builds project documents associated with budgets and calculates bid amounts.
4. Maintains project information, related calendars, and timelines.
5. Maintains FEMA documents, including those for flood plain management.
6. Develops a database for each project.
7. Participates in traffic studies and maintains appropriate data.
8. Participates in and supports projects such as the sidewalk repairs.
9. Processes work orders as necessary.
10. Informs and explains projects and their impacts to citizens.
11. Ensures project-related supplies are ordered and available.
12. Ensures all easement-related documents have been signed and processed.
13. Participates in field work as necessary.
14. Drives City trucks and operates equipment to spray for mosquitoes as assigned.
15. Utilizes personal protective equipment (PPE) and other safety measures, as required for field work.

**ESSENTIAL FUNCTION: Administrative Assistant. Provides administrative support and maintains accurate records, files and reports.**

1. Operates electronic office equipment to include computers and other communication devices.
2. Organizes, files, and maintains documents and data both as hard copies and electronic.
3. Creates and maintains forms for departmental and citizen use.
4. Composes letters and reports in coordination with the director.
5. Prepares agendas, information, and content for safety meetings.
6. Contributes to the development of the department's monthly report.
7. Receives time sheets and documentation for departmental employees.
8. Inventories and maintains office supplies.
9. Processes purchases of supplies; prepares purchase orders.

**ESSENTIAL FUNCTION: Customer and Community Relations. Performs research and gathers information, addresses issues, and solves problems to provide assistance.**

1. Represents the department and City in a consistently positive and professional manner.
2. Explains available services to the public and ways to access services.

3. Receives requests from citizens for items such as speed humps; processes requests.
4. Gathers complete and accurate information and provides input into departmental decision-making processes.
5. Receives and processes communications; responds to inquiries and problems.
6. Addresses issues and solves problems that are general or conventional; refers complex issues to the director.
7. Transfers information and requests to appropriate individuals or departments in an accurate and timely manner.
8. Notarizes documents.
9. Makes copies.
10. Researches information using the computer.
11. Performs other related duties as required.

### Knowledge, Skills and Abilities

(\* Can be acquired on the job)

1. \*Knowledge of City rules, regulations, policies and procedures.
2. \*Knowledge of the locations of City properties and important locations.
3. \*Knowledge of functions and organizational structure of the Public Works Department.
4. Knowledge of basic veterinary drug usage and dosages.
5. Knowledge of the pharmacology and proper method of humanely euthanizing animals.
6. Knowledge of proper storage and security precautions of euthanasia solutions and chemical restraint agents.
7. Knowledge of the federal and state laws regulating the storage, accountability and record keeping procedures of scheduled drugs.
8. Knowledge of OSHA Safety and Material Safety Data Sheet Regulations.
9. Knowledge of proper disposal of euthanized animals.
10. Knowledge of laws associated with animal shelter functions.
11. Knowledge of DEA regulations for compliance with all applicable regulations and laws.
12. Knowledge of euthanizing procedures and techniques.
13. Knowledge of modern office practices and procedures to complete tasks in a timely manner.
14. Reading skills to comprehend documents, manuals, laws, licenses, reports, ordinances, directives, procedures and instructions.
15. Verbal skills to communicate effectively with broad and diverse individuals and groups, including the general public, the mayor and city council.
16. Writing skills to compose letters and documents, and to clearly and neatly complete reports, forms, and records using correct English, grammar, and punctuation.

17. Math skills to accurately perform calculations to work with the department budget, bid quotes and amounts, purchase orders, and euthanizing.
18. Skills to appropriately use office electronic equipment such as multi-line phones, fax machines and copiers.
19. Skills to use computers and specialized software, including spreadsheets.
20. Ability to assist with and perform euthanasia and other services for the animal facility, as required.
21. Ability to establish priorities for self.
22. Ability to function within budgets and reconcile office accounts.
23. Ability to use computers and other methods to conduct research.
24. Ability to organize and manage calendars and schedules.
25. Ability to consistently represent the City in a positive, professional manner.
26. Ability to work according to priorities; ability to perform work accurately, with attention to detail, and within designated time constraints.
27. Ability to plan, organize, coordinate and carry out work.
28. Ability to solve and help others with conventional problems.
29. Ability to effectively collaborate work with others.
30. Ability to drive City trucks and perform spraying for mosquitoes and other tasks as staffing necessitates.

### Minimum Qualifications

1. Possess a high school diploma or GED; college courses in business or an associate's degree are preferred.
2. Five (5) years of progressively responsible work experience in a professional office setting as a bank teller or manager, or similar job; previous work experience coordinating or managing projects is strongly preferred.
3. Previous work experience working with the general public for a governmental entity.
4. Possess and maintain Certified Euthanasia Technician (CET) credentials.
5. Possess and maintain DEA license as long as the City deems it necessary.
6. Possess status as a Notary Public or ability to obtain.
7. Possess a current and valid driver's license and be insurable.
8. Ability to work overtime, weekends, or emergencies as needed; ability to be available for emergency call back.
9. Ability to travel out of town to attend meetings and training.
10. Ability to pass a pre-employment background check and random drug screens.

### Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching,

reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

### Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

### Acknowledgment

*I acknowledge that I have received a copy of my job description.*

*I am aware that any questions about my job performance expectations should be referred to my supervisor or department director.*

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Printed name

Signature

Date