

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

---

**JOB TITLE:** Administrative Coordinator  
**DEPARTMENT:** City Clerk  
**FLSA STATUS:** Non-Exempt

---

**GENERAL PURPOSE:**

Performs entry-level professional work assisting the City Clerk and Deputy City Clerk with projects, meetings, and record keeping. Work is performed independently under minimum supervision with some latitude in the use of initiative and independent judgment while adhering to tight deadlines. Position relies on experience and the ability to work independently due to the level of executive interaction required and the extremely broad scope of activities to which a high level of attention is given.

**EXAMPLES OF ESSENTIAL 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 classification. 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.

- Assists with the preparation and distribution of the City Commission agendas, supporting documents, and minutes.
- Serves as a liaison to city advisory boards/committees, which includes attendance at meetings (some of which occur during evening hours). May serve as the back-up liaison to the Planning and Zoning Board in the absence of the Deputy City Clerk.
- Attends night meetings as required, which may include City Commission and Planning & Zoning Board Meetings.
- Assists with administrative support to City advisory boards/committees and/or their liaisons, including agenda preparation, transcription and distribution of minutes, set-up/breakdown of meeting rooms, and proper archiving of board related public records.
- Prepares the proper public notice of all meetings subject to the Sunshine Law, and prepares legal advertising in accordance with Florida statutes and City requirements
- Prepares all closeout documentation and audio recordings of City Commission meetings/workshops and tracks resolutions, ordinances, and contracts/agreements for completion through the signatory process
- Prepares executed resolutions and ordinances, and their appropriate exhibits/attachments, for scanning and archiving
- Distributes executed copies of resolutions, ordinances, proclamations, and contracts to departments and other impacted parties
- Assists with the codification of ordinances

## **CITY OF COCONUT CREEK JOB DESCRIPTION**

- Maintains the records and coordinates the annual appointments of all advisory board and committee members, including the Civil Service Board and its employee election
- Composes correspondence to county, state, and federal legislators/executives
- Assists with coordinating departmental activities and checking the work of department personnel
- Assists with and/or perform duties related to the citywide Records Management Program
- Assists with processing and coordinating public records requests in accordance with State of Florida Public Records Law and City requirements
- Assists in preparation of the departmental budget
- Assists the City Clerk and Deputy City Clerk with preparations for municipal elections
- Researches City records as assigned
- Performs related duties as assigned and/or required

### **MINIMUM QUALIFICATIONS:**

Bachelor's Degree or higher in Public Administration, Business Administration, or related field; supplemented by two (2) or more years of administrative support and customer service experience. One (1) year of municipal agenda preparation experience preferred; using agenda management software preferred; experience in processing records requests or researching records preferred; municipal government experience preferred.

\*The City reserves the right to consider alternate combinations of education, certification, training, and/or experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of Chapter 119 and Chapter 286 of the Florida State Statutes, with ability to quickly learn other necessary Florida statutes, city codes, state election code, ordinances, law, rules, regulations, policies, and procedures
- Knowledge of agenda management and records management systems
- Skill in modern business communications including style and format of letters, memoranda, minutes and reports.
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in spelling, grammar, and punctuation rules, as well as proofreading and editing documents
- Skill in analyzing and preparing documents, correspondence, reports, and contracts
- Skill in using critical thinking skills to arrive at solutions and suggest improvements to processes.
- Skill in providing good customer service
- Skill in scanning and indexing records
- Skill in interpreting budgets, contracts, fiscal, and financial reports
- Ability to work weekdays and evenings as assigned and/or required

## **CITY OF COCONUT CREEK JOB DESCRIPTION**

- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn, understand, operate, and train on complex software
- Ability to prioritize work for timely completion, and avoid duplication of efforts
- Ability to operate basic office equipment, including computer terminals, printers, copy machines
- Ability to maintain an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities
- Ability to tactfully and effectively handle requests, suggestions and complaints in order to establish and maintain good will
- Ability to work with minimal supervision
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

### **SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity.

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date