

City and Borough Sitka, Alaska

Class Specification

Class Title	Administrative Coordinator
Class Code Number	1120
FLSA Designation	Exempt/Confidential
Pay Grade and Range	27
Effective Date	03-01-2015

General Statement of Duties

Provides a high level of complex, confidential, administrative and support duties for the Municipal Clerk. Provides difficult, diverse secretarial, administrative and support services to the Municipal Clerk, the Municipal Administrator and the Chief Finance and Administrative Officer in a variety of functions prescribed by the City Charter, Sitka General Code, state laws and the mission and operations of the City and Borough of Sitka. Operates in an environment characterized by involvement in broad citywide issues and interaction with elected officials, representatives of industry, professional groups and the media on complex and sensitive matters. This includes support of the Municipal Administrator and the Chief Finance and Administrative Officer. May support the Planning and Community Development Department. Work is performed under the direct supervision of the Municipal Clerk. Assumes the duties of the Deputy Clerk in her or his absence. Maintains confidentiality.

Distinguishing Features of the Class

The Administrative Coordinator classification is distinguished from other administrative assistant classifications as the incumbent performs a variety of sensitive, complex, professional and technical administrative duties for City administration under specific direction. The Administrative Coordinator requires full proficiency in the very broad combination of administrative and subject matter elements of the supported functions and therefore must be able to fill in for the Deputy Clerk as needed and support the Administrator, Chief Finance and Administrative Officer and other Department Heads in the City and Borough as assigned by the Municipal Clerk.

Examples of Essential Work (Illustrative Only)

- Assists to manage and market the municipalities' activities and objectives; performs web page design and development (in the absence of the Public Affairs Officer) oversees, monitors, and coordinates municipal operations with departments;

- Arranges travel for Municipal Administrator, Chief Finance and Administrative Officer and members of the Assembly. Prepares travel authorizations and schedules and tracks per diem;
- Coordinates reporting requirements with appropriate personnel, agencies, staff, and management, as required;
- Works closely with both the Municipal Clerk and Public Affairs Officer;
- May oversee the activities of a work group;
- Provides administrative support to the Planning and Community Development Department as time permits. Any extended periods of support are to be coordinated with the Municipal Clerk;
- Arranges for meals for any special meetings or work sessions of the Municipal Assembly;
- Copies and assists in the distribution of Assembly meeting packets. Assists in preparation of ordinances, resolutions and meeting minutes;
- Serves as the Deputy Clerk in her or his absence; attends evening meetings as required including any other municipal bodies when necessitated;
- Assists in the preparation of the Municipal Assembly's budgets;
- Composes, edits, types and proofs various documents;
- Assists with preparation for monthly government-to-government meetings;
- Supply procurement;
- Assists in the ongoing development and maintenance of information and sensitive records management systems; researches and disseminates documents to appropriate City and Municipal personnel and the public as necessary;
- Assists with the maintenance of the Municipal Clerk's webpage;
- Assists in the preparation and conduct of municipal and state elections;
- Facilitates in ceremonial presentations;
- Provides notary public services;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Ability to prepare written correspondence, spreadsheets, presentations at an executive management level;
- Skill in program facilitation, oral and written communication, and project management, where applicable;
- Computer literate with proficiency in standard and customized software;
- Proven ability to maintain confidentiality;
- Knowledge of Municipal Administrative policies, procedures, ordinances and statutory and regulatory requirements;
- General knowledge of complex analytical studies and interpreting laws and ordinances;
- Ability to attend evening meetings, if necessary;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to deal effectively with a wide range of persons, including sensitive situations in which individuals may be highly upset over some issue involving Municipal activities or policies;
- Ability to establish and maintain effective working relationships with staff, public and officials in a tactful, pleasant, courteous, and diplomatic manner;
- Ability to build and maintain spreadsheets by developing formulas to add, subtract, multiply, divide and derive percentages;

- Ability in writing to prepare correspondence and spreadsheets at an executive management level;
- Ability to accurately type and word process materials at a high rate of speed;
- Ability to learn and articulate Municipal policies and Departmental rules, procedures, practices, laws, and objectives;
- Ability to understand and follow oral and/or written policies, procedures, and instructions; and to interpret legislative law;
- Ability to prepare and present accurate and reliable reports, often containing complex findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Ability to facilitate and coordinate specialized program activities, direct the work of others, and develop recommendations for program policies and procedures;
- Ability to communicate effectively, orally and in writing while maintaining a positive work atmosphere; work effectively in multi-task and deadline driven environment; maintain confidentiality; and apply judgment within established parameters.

Acceptable Experience and Training

- Bachelor's degree in a field appropriate to the position and one year of progressively responsible experience in the appropriate field.

Substitution:

Progressively responsible experience in the field may substitute for the bachelor's degree on a year for year basis. Comprehensive experience with software programs.

- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to independently perform work in the Municipal Clerk's Office.

Required Special Qualifications

- Notary Public;
- State of Alaska Driver's License;
- Ability to work towards certification in the field or closely related field.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;

- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents in electronic and hard copy form;
- Employee may sit to perform work, however, there may be some walking, standing, bending, lifting (up to 50 pounds), and carrying and lifting of items such as filing boxes and files; climbing a small ladder, driving an automobile and other types of physical activity;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computers and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment and visit various departments throughout the City and Borough of Sitka.

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