

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	May 26, 2020

General Statement of Duties

This position primarily provides administrative and support services for the Municipal Administrator. In addition, this position also provides administrative and support services to the Municipal Clerk and Assembly. When available and approved by the Municipal Administrator, this position will also provide administrative and support services for department heads or other Municipal employees. The work performed involves 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. This position operates in an environment characterized by involvement in broad citywide issues and interaction with management, employees, elected officials, and representatives of industry, professional groups and the media. Work is performed under the direct supervision of the Municipal Administrator. The Administrative Coordinator assumes the duties of the Deputy Clerk in their absence.

Distinguishing Features of the Class

The Administrative Coordinator classification is distinguished from other administrative assistant classifications as the incumbent performs a variety of sensitive, diverse, complex, and confidential, matters for the Municipal Administrator under their specific direction. The Administrative Coordinator requires full proficiency in the very broad combination of subject matters for the Municipal Administrator and when available for the Municipal Clerk and Assembly as well as other department heads as assigned or approved by the Municipal Administrator. The ability to deal with these sensitive, diverse, complex and confidential matters across department lines is a key feature of this job class.

Examples of Essential Work (Illustrative Only)

- Monitors and manages the Municipal Administrator's emails and other correspondence; monitor and handle Municipal Administrator's calendar; coordinating meetings with public and employees and Assembly members with Municipal Administrator; prioritizing phone messages;

- Assist in monitoring legislation and coordinate information for lobbying efforts between Sitka's lobbyists and department heads;
- Track the history of expenses and anticipated costs for upcoming fiscal year budget preparation; assists in the preparation of the Municipal Administrator's, Municipal Clerk's and Assembly's budgets;
- May oversee or participate in the activities of a work group or special project as directed by the Municipal Administrator;
- Coordinate and follow-up on various municipal projects directed by the Municipal Administrator;
- Manages for the Municipal Administrator's office the procurement of supplies; composes, edits, types and proofs various documents for the Municipal Administrator's office personnel;
- Assists in the ongoing development and maintenance of information and sensitive records management systems; researches and disseminates documents to appropriate Municipal personnel and the public as necessary;
- Assists in preparation of ordinances, resolutions and meeting minutes; assists in the preparation and distribution of Assembly meeting packets.
- Works closely with Municipal Clerk in her or his absence; attends evening meetings as required including any other municipal bodies when necessitated;
- Assists in the preparation and conduct of municipal and state elections
- Assists with preparation of the agenda and oversee the arrangements for the bi-monthly meetings with the Sitka Tribe of Alaska and the Baranof Island Housing Authority;
- Administers Non-Profit Grants as approved by the Assembly;
- Oversees and manages the Fisheries Enhancement Fund application process;
- Coordinates harbor vessel pre-impoundment hearings between citizen; hearing officer; Municipal Administrator legal department and harbormaster; provide the follow-up after the hearing concludes and decision is rendered;
- Provides notary public services;
- Arranges travel for Municipal Administrator, and members of the Assembly. Prepares travel authorizations and schedules and tracks per diem;
- Arranges for meals for any special meetings or work sessions of the Municipal Assembly; coordinates affairs such as holiday, retirement and employee appreciation events; coordinate participation in ceremonial presentations by different Municipal employees or Assembly members;
- Coordinates reporting requirements with appropriate personnel, agencies, staff, and management, as required;
- In absence of a department head responsible for governmental affairs and marketing, coordinates the Municipality's activities and objectives in both areas; performs web page design and development; process Public Service;
- Provides administrative support to department heads as time permits and approval by the Municipal Administrator;
- 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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