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| ORGANIZATION: City of Sherwood | DATE: 2012 |
| LOCATION: Sherwood, Oregon | |
| DEPARTMENT: As Assigned | |
| FLSA STATUS: Non-Exempt | |
| JOB TITLE: Department / Program Coordinator – Pay Group 6 | |

PURPOSE OF POSITION:

Perform a variety of administrative, technical and coordination functions in support of the assigned department.

ESSENTIAL JOB FUNCTIONS:

Provide department and division administrative support including but not limited to, recording and transcribing meeting minutes, assisting with management reporting documents, and coordinating department and division reports.

Prepare departmental reports for use by other City departments and outside agencies, and assist other departments with preparation of various periodic reports.

Maintain organization and accuracy in files, communications, and in the workflow through the department and/or departments to increase efficiency.

Receive fees and process appropriately.

Serve as administrative back up to the department manager and staff as needed by contacting other departments or outside persons/organizations to secure/relay information and/or follow up on various administrative or other requests.

Prepare and distribute meeting materials, notices and other documents as needed.

Compose letters, reports, agendas, resolutions, ordinances, etc. from brief verbal instructions. Type and edit correspondence, reports, forms, etc. as requested. Develop and maintain office forms and procedures to assure organized processing of information and requests.

Assist the Department Manager in development of the department budget by tracking projects, project budgets, and customer service inquiries. Provide assistance as needed during budget preparation.

Conducts special research assignments, analyzes data for multiple programs within department. Tracks, logs and files reports pertaining to programs per applicable Federal and State laws, codes, ordinances, specifications and departmental regulations.

Process invoices, reimbursements and order supplies. Ensure proper account coding to ensure consistency with the adopted budget.

Respond to inquiries from the general public regarding rules, procedures, and applications in the development process and permitting.

Provide information on code standards that are clear and objective.

Process development and business related applications under the direction of senior departmental staff.

Attend division and outside agency meetings and summarize technical or procedural issues for department managers or senior staff.

Prepare technical documents under the direction of senior staff for soliciting bids for professional services or construction jobs.

Maintain positive communication with applicant, architect, engineer and others involved with the development process and specific project submittals.

Perform mathematical computations accurately and quickly; communicate effectively verbally and in writing; and, work well under pressure with frequent interruptions and occasional contact with difficult customers.

Take messages or refer to others as circumstances indicate. Make and record tentative appointments.

Coordinate the preparation and distribution of press releases, flyers, notices.

Coordinate information within the departments to ensure all City requirements are met.

Manage the department web information by reviewing materials regularly to ensure information is up to date. As needed provide updates and/or coordinate with project managers to ensure the information on the web site is up to date. Communicate with other departments or divisions as needed to ensure cross referenced information is accurate.

May perform other duties as assigned.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Advanced knowledge of office practices and procedures, business English, word processing and spreadsheet software, secretarial practices, research methods, report composition and preparation techniques, permitting processes and terminology, etc. Ability to understand ordinances, codes and rules, and be able to communicate these to the public. Equivalent to high school plus two years related experience in planning, zoning, building, and engineering code areas, or any satisfactory combination of experience and training, which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: a valid driver's license is required

DESIRABLE REQUIREMENTS: Knowledge of planning, building, and engineering-related terminology and municipal planning, building, and engineering functions, and specific word processing software utilized within the department.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 20 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a typical function assigned to this position. May provide training on upgraded system technology and changes in system processes. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED:

Works under the general supervision of the Department Manager.