

CITY OF TUALATIN

Classification Description

Job Title: Office Coordinator
Department: Various
Reports To: Department Head
FLSA Status: Non-Exempt

SUMMARY: Performs a variety of advanced administrative support functions of considerable complexity or of a sensitive nature. Performs extensive computer input using a variety of software programs. Acts as department liaison.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Composes, types, edits and proofreads a variety of documents including letters, minutes, reports, agendas etc.

Coordinates with public officials, the general public and City staff members on department activities, meetings, etc. Relays agency rules, regulations, functions, procedures and guidelines. Refers public or officials to appropriate professional staff member for explanation or interpretation of codes or regulations.

Creates and maintains departmental files. Performs research projects and compiles and analyzes data for inclusion in reports or other work product.

Receives fees or payments, prepares and ensures accuracy of cash receipts, check requests, petty cash and purchase orders. May assist in the preparation of departmental budget and five year plan. May track departmental revenue and expenditures.

Prepares for City committee meetings including preparation of agenda and packet materials. Attends meetings and transcribes minutes on a computer.

Extensively operates a personal computer requiring knowledge of a variety of software programs including word processing, spreadsheet, and database programs. May assist in the development and maintenance of the department web site.

Performs timekeeping responsibilities for department staff including monitoring for accuracy and data input.

Schedules or coordinates meetings, seminars, conferences, programs, facility reservations and travel arrangements.

Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by employer.

Greets scheduled visitors and conducts to appropriate area or person.

Operates various standard office equipment, such as typewriters, adding machines, dictation equipment, personal computers, etc.

Orders and maintains supplies, and arranges for equipment maintenance.

Occasionally covers the City's central reception desk, operating the main switchboard and greeting and directing visitors to appropriate City departments. May be cross-trained to back up other department office coordinator or clerical staff.

Drives to city facilities, vendors, training programs, and local and regional meetings as necessary.

SUPERVISION: Supervision of other employees is not a normal responsibility of this position. May exercise limited direction over clerical employees or volunteers engaged in a variety of clerical tasks upon direction of supervisor. Independence of action is required.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Professionalism - Reacts well under pressure.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills: Ability to add, subtract, multiply and divide. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Computer Skills: Thorough knowledge of word processing, database, order processing, and spreadsheet software programs. Ability to navigate the Internet.

Other Skills and Abilities: Independence of action is stressed. Assignments may be general in nature requiring the ability to independently plan and prioritize work processes. Thorough knowledge of standard office procedures, business English, spelling and grammar. Ability to accurately take and transcribe meeting minutes using a laptop computer or handwritten notes. Ability to compose correspondence in an effective style and business form. Ability to type rapidly and accurately from rough drafts and dictating equipment. Ability to operate standard office equipment including personal computer, calculator, multi-line

telephones, etc. Demonstrated ability to use tact and diplomacy when dealing with the public and elected officials. Ability to establish and maintain effective working relationships with other employees.

EDUCATION and/or EXPERIENCE: Minimum of three years of experience in office work, including secretarial/administrative experience of a progressively responsible nature. High school diploma or general education degree (GED) including specific training in office practices and general clerical skills. May require specific experience or training in specialized field. Any satisfactory equivalent combination of education and experience which ensures the ability to perform the work.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.