

South Jordan City

Job Description

| | | | |
|-------------------|-------------------------------------|------------------------|-------------------|
| Title: | Executive Office Coordinator | Effective Date: | 3/2/20 |
| Org: | 100100 | FLSA: | Non-Exempt |
| Pay Grade: | 14 | Workers Comp: | Clerical |

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Perform a variety of highly skilled administrative duties related to organizing and coordinating the administrative functions of city executive and administrative offices, City Elected Officials, and City Manager. Maintain a high degree of confidentiality.

SUPERVISOR

City Manager

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s supervisor.

Job attendance is required, except for authorized leave.

Perform general administrative duties; provide first contact assistance to the general public and determine the need to pursue further assistance with city officers; coordinate scheduling with City Manager; prepare correspondence, memos and related communications for personnel; complete reports as requested by City Manager; take dictation and transcribe letters, memos, etc.; compose communications as requested; act as notary public; process purchase requisitions in the Munis ERP system for the department as needed.

Coordinate with other departments and City Councilmembers as needed to schedule meetings and conferences.

Provide a variety of administrative support as needed for the Mayor and the City Council as needed or assigned by the City Manager.

Attend staff and administrative meetings to take minutes and/or monitor recording of deliberations; transcribe minutes and maintain official minute record; prepare minutes for review and approval; import minutes into permanent records, files and cross-references; maintain permanent records.

Maintain calendar; schedule and coordinate meetings and appointments; apprise City Manager and the Mayor and City Council of activity schedule showing events, activities, committee meetings, public hearings, staff meetings etc.; follow up on appointment schedules as needed to verify appointment and meeting commitments.

Compose, edit and prepare materials for printing and mailings for the Assistant City Manager.

Maintain credit cards and process payments in the Munis ERP system.

Administer all travel arrangements for Executive staff and City Council.

Organize and facilitate special events and projects within the City for the Executive Staff and City Council.

Responsible for special projects as assigned, which may include project management tasks such as acting as the City point of contact for contractors, design professionals, or department designees to discuss and resolve matters such as work procedures, complaints, or construction within the City. Responsible to track project costs and provide regular progress reports to supervisor. Plan, schedule, or coordinate special projects to meet deadlines set by supervisor.

Serve as the backup to the Deputy City Recorder.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. Two (2) years of responsible experience related to above duties; one (1) year preferred at the administrative assistant level;

2. Special Qualifications:

Valid Utah Class D Drivers License.

Experience in public sector preferred.

Must be licensed in the State of Utah as a Notary Public, or obtain within six (6) months of employment

3. Knowledge, Skills, and Abilities:

Knowledge of modern office practices and procedures; letter composition, grammar, spelling and punctuation; operation of word processor terminal; operation of standard office equipment; basic mathematics; interpersonal communication skills and telephone etiquette; basic public relations.

Ability to operate a personal computer and Microsoft products.

Ability to operate Adobe sign and contract management for the Office of the City Manager.

Ability to handle and maintain highly sensitive material in a professional manner.

Ability to communicate effectively, verbally and in writing; work independently in meeting various time deadlines and work pressures; perform basic mathematical calculations; maintain strict confidentiality related to sensitive administrative information; operate standard office equipment; develop effective working relationships with supervisors, co-workers, and the public.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, but do require frequent walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking and guided problem solving. Periodic local travel may be required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Job Class: Clerical Non-Exempt
Location: Executive
Group/BU: General Pay Plan

EEO-4 Class: Adm Support
EEOP Class: Adm Support
Tech-Net Match: 2310