

City of Americus, GA



Title: Administrative Coordinator
Class Code: 2203

JOB DESCRIPTION

General Description:

The purpose of this class is to perform technical, professional, administrative and complex support for assigned Department' programs and services.

Duties and Responsibilities:

- Coordinates appropriate correspondence relating to Department program and services while ensuring adherence to applicable legal procedures.
- Compiles and prepares weekly, monthly, and/or periodic reports; gathers necessary data and statistics for incorporation into reports.
- Prepares purchase orders for services or supplies; receives and distributes incoming supply shipments; reviews and codes invoices; and forwards for payment.
- Coordinates files relating to Department program and services, including setting agendas, maintaining files, monitors services, preparing contracts and posting compliances.
- Maintains records of approvals, expenditures, Department budget and report variances to Department Head
- Answers telephone calls; screens call, answers questions from callers' requests for Department.
- Prepares payroll information, reviews timesheet documents, enters data into system, codes for leave taken and responds to employee questions regarding payroll and refers questions to other departments/staff as necessary.
- Maintains calendar for department management; schedules meetings and appointments; makes necessary travel arrangements; prepares and distributes agendas.
- Assists department management in reviewing the operating and capital improvement budget; reviews monthly financial reports.
- Performs related work as assigned.

Minimum Education and Experience Requirements:

Requires High School diploma or GED; supplemented by college level course work or vocational training in customer service and personal computer operations; Requires three years of previous experience and/or training involving inspection/permitting office operations, customer service, general office work, and personal computer operations; or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

This Class Description does not constitute an employment agreement between the city of Americus and an employee and is subject to change by the city as its needs change.



City of Americus, GA



Title: Administrative Coordinator
Class Code: 2203

JOB DESCRIPTION

Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

Unavoidable Hazards (Work Environment):

None.

Special Certifications and Licenses:

None.

Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

This Class Description does not constitute an employment agreement between the city of Americus and an employee and is subject to change by the city as its needs change.

