

**CITY OF STUART
JOB DESCRIPTION**

Title: SENIOR EXECUTIVE COORDINATOR
Department: City Manager
Job Code: 6003
Grade: S19
Exempt Status: Exempt

CHARACTERISTICS OF THE CLASS

Provides advanced, diverse and professional administrative oversight to the Office of City Manager, City Attorney and Special Assistant to the City Manager. Duties include a variety of specialized administrative tasks, coordination of senior staff, events, and calendars, along with considerable public contact. An incumbent is also responsible for executive level support to City Commission and maintains appropriate discretion and confidentiality. Incumbent shall have broad latitude in decision-making and can answer most policy questions without review by the City Manager. Work is reviewed verbally and through written reports for results obtained.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Maintains office services by organizing office operations and procedures; prepares personnel actions; controls correspondence; reviews and approves supply requisitions.
2. Composes, edits, and prepares correspondence, invoices, statements, reports, and other departmental documents.
3. Designs and maintains specialized electronic and paper filing systems, maintains appointment calendar; coordinates staff actions and meetings, also meetings with the public and committees; coordinates and maintains records of travel expenses.
4. Researches and prepares reports; handles special projects and provides assistance with City events.
5. Acts as liaison between City Manager and the general public. Responds to telephone or in-person inquiries; greets the public, business invitees, and governmental officials; answers various inquiries personally and without direction;

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- handles certain citizen complaints; provides information of departmental services and functions.
6. Schedules meetings between the City Manager with outside organizations and individuals.
 7. Participates in preparation of City Commission agendas in conjunction with the City Clerk and other department heads and staff.
 8. Responsible for setting and recording meetings of the Stuart Independent Review Board that hears complaints against city employees, including acquiring complaint files from the police department, reviewing and analyzing facts and drafting memorandums with back up documents for review by the Board Members. Upon completion of the meeting prepare draft Orders to close file.
 9. Understands City policies, procedures, and municipal ordinances and appropriately interprets as required.
 10. Provides advanced and professional administrative support for all City Commission members.
 11. Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions; processes accounts payable transactions.
 12. Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of office records.
 13. Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

Bachelor's Degree in Business, Organizational Development or related field supplemented by (3) years of progressively responsible work experience as described in this classification; or an Associate Degree from an accredited college with major course work in a related field with (5) years of progressively responsible work experience as described in this classification. Experience must include the advance use of computer with relative application software.

B. Knowledge, Abilities and Skills:

Knowledge of modern office terminology, methods, practices and procedures. Knowledge of modern information systems, and software. Skilled in the operation of modern office equipment.

Knowledge of departmental and municipal rules, regulations, policies and procedures.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees, city officials and the general public.

Ability to make complex decisions and interpretations in accordance with established rules, policies, and procedures.

Ability to communicate information tactfully and impartially.

C. Physical Requirements:

Task involves frequent walking; standing; occasional bending, stretching, stooping and some lifting and carrying objects of moderate weight (30+ pounds); and/or standard dexterity in the use of fingers, limbs or body in the operation of office or shop equipment or operation of a vehicle. Task may involve extended periods of time at the keyboard.

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D. Environmental Requirements:

Task may require infrequent exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires sound perception and discrimination.

Task requires visual perception and discrimination.

Task requires oral communications ability.

Task requires color and texture perception and discrimination.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
City Manager

Received: _____ Date: _____
Employee