



TOWN OF SURFSIDE PUBLIC WORKS COORDINATOR

DEPARTMENT: PUBLIC WORKS

NON-EXEMPT

GENERAL DESCRIPTION:

A wide range of administrative support assisting the department director to ensure the excellent operation of the department. Assignments are received from both the department director and assistant director in the form of broad instructions or general program objectives.

ESSENTIAL JOB FUNCTIONS:

1. Performs routine clerical and administrative work in answering phone, receiving the public, including reporting resident concerns in an effective manner to the appropriate personnel.
2. Reviews correspondence for accuracy, completion, and conformance to established procedures.
3. Researches, compiles, and analyzes data for special projects and various reports as directed.
4. Assists with payroll collection and processing to include a record of hours worked and leave requests for payroll processing.
5. Responds to Public Records Requests.
6. Enters citations for solid waste into database, invoices, and monitors payments.
7. Assists Public Works Director with annual budget preparation.
8. Acts as procurement officer for the department.
9. Handles incoming correspondence for the department to include prioritizing, distribution, and processing.
10. Initiates and maintains files and records for the Department Director.
11. Schedules appointments, travel for Department Director and staff and performs other administrative tasks as required.
12. Drafts and/or proofreads a variety of correspondence, to include commission communication memos, reports, resolutions, articles for inclusion in the Town's Gazette and other materials requiring accuracy and completeness.
13. Prepares requisitions, purchase orders, check requests, and budget transfers to support departmental activities.
14. Attends meetings as directed by the Department Director.
15. Coordinates requests and duties between divisions within the Public Works Department and other Town departments.
16. Assists the director with distribution of instructions to divisions staff.
17. Submits necessary documentation to agencies to obtain or maintain annual Town certifications (e.g., Arbor Day, Water Quality Testing etc.).

18. Coordinates annual hazardous waste event.
19. Assists with preparation of annual performance evaluations when needed.
20. Responsible for administrative functions regarding the fleetsap system.
21. Assist with new motor vehicle registration, and license plate. Submits documents to Risk Management/HR for insurance enrollment.
22. May function in any emergency management role or capacity in the Incident Command System (ICS) to include, Logistics, Operations, and Planning
23. Facilitates annual staff trainings.
24. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of public records laws.
- Knowledge of computers and relevant software including proficiency in Microsoft Outlook, Word, and Excel.
- Ability to communicate effectively both orally and in writing.
- Ability to utilize various software systems such as Tyler, Granicus, JustFOIA, ESS and Executime.
- Ability to establish and maintain effective working relationships with the general public and coworkers.
- Ability to handle several assignments concurrently and prioritize effectively.
- Ability to handle customers, regulatory agencies or members of the community.

EDUCATION AND EXPERIENCE:

Associate of Arts (AA) Degree from and accredited college in related field.

Minimum of three (3) years of responsible administrative experience; or equivalent combination of education and experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid motor vehicle operator license preferred.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).

- Ability to communicate both orally and in writing.
- Light lifting and carrying (under 15 lbs.).
- Reaching.
- Pulling.
- Pushing.
- Walking.
- Standing.
- Kneeling.
- Bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Occasionally works outside the office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Revision History: New 10/1/2015; 1/27/2021; 8/31/23

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager's Signature: _____

A handwritten signature in blue ink, appearing to be 'NCE' followed by a flourish and the initials 'HG'.