

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Administrative Coordinator</b>
<b>Class Code Number</b>	<b>1120</b>
<b>FLSA Designation</b>	<b>Exempt (Confidential)</b>
<b>Pay Grade and Range</b>	<b>27</b>
<b>Effective Date</b>	<b>April 2021</b>

**General Statement of Duties**

This position primarily provides administrative and support services for the Municipal Administrator. In addition, this position also provides administrative and support services to the Municipal Clerk and Assembly. When available and approved by the Municipal Clerk, this position will also provide administrative and support services for department heads or other Municipal employees. The work performed involves a variety of functions prescribed by the City Charter, Sitka General Code, state laws and the mission and operations of the City and Borough of Sitka. This position operates in an environment characterized by involvement in broad citywide issues and interaction with management, employees, elected officials, and representatives of industry, professional groups and the media. Work is performed under the direct supervision of the Municipal Clerk. The Administrative Coordinator assumes the duties of the Deputy Clerk in their absence.

**Distinguishing Features of the Class**

The Administrative Coordinator classification is distinguished from other administrative assistant classifications as the incumbent performs a variety of sensitive, diverse, complex, and confidential, matters for the Municipal Administration under specific direction. The Administrative Coordinator requires full proficiency in the very broad combination of subject matters for the Municipal Administrator and when available, for the Municipal Clerk and Assembly as well as other department heads as assigned or approved by the Municipal Clerk. The ability to deal with these sensitive, diverse, complex, and confidential matters across department lines is a key feature of this job class.

**Examples of Essential Work (Illustrative Only)**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Monitors and manages the Municipal Administrator's emails and other correspondence; monitor and handle Municipal Administrator's calendar; coordinating meetings with public and employees and Assembly members with Municipal Administrator; prioritizing phone messages.
- Assist in monitoring legislation and coordinate information for lobbying efforts between Sitka's lobbyists and department heads.
- Track the history of expenses and anticipated costs for upcoming fiscal year budget preparation; assists in the preparation of the Municipal Administrator's, Municipal Clerk's, and Assembly's budgets.
- May oversee or participate in the activities of a work group or special project as directed by the Municipal Clerk.
- Coordinate and follow-up on various municipal projects directed by the Municipal Clerk.
- Manages for the Municipal Administrator's office the procurement of supplies; composes, edits, types, and proofs various documents for the Municipal Administrator's office personnel.
- Assists in the ongoing development and maintenance of information and sensitive records management systems; researches and disseminates documents to appropriate Municipal personnel and the public, as necessary.
- Assists in preparation of ordinances, resolutions, and meeting minutes; assists in the preparation and distribution of Assembly meeting packets.
- Works closely with Municipal Clerk; attends evening meetings as required including any other municipal bodies when necessitated.
- Assists in the preparation and conduct of municipal and state elections.
- Assists with preparation of the agenda and oversee the arrangements for the bi-monthly meetings with the Sitka Tribe of Alaska and the Baranof Island Housing Authority.
- Administers Non-Profit Grants as approved by the Assembly.
- Oversees and manages the Fisheries Enhancement Fund application process.
- Coordinates harbor vessel pre-impoundment hearings between citizen; hearing officer; Municipal Administrator legal department and harbormaster; provide the follow-up after the hearing concludes and decision is rendered.
- Provides notary public services.
- Arranges travel for Municipal Administrator, and members of the Assembly. Prepares travel authorizations and schedules and tracks per diem.
- Arranges for meals for any special meetings or work sessions of the Municipal Assembly; coordinates affairs such as holiday, retirement, and employee appreciation events; coordinate participation in ceremonial presentations by different Municipal employees or Assembly members.
- Coordinate's reporting requirements with appropriate personnel, agencies, staff, and management, as required.
- Provides administrative support to department heads as time permits and approval by the Municipal Administrator.
- Performs other related duties as assigned.

**Required Knowledge, Skills and Abilities**

- Proven ability to maintain confidentiality.

- Knowledge and or ability to learn Municipal Administrative policies, procedures, ordinances, and statutory and regulatory requirements.
- General knowledge of complex analytical studies and interpreting laws and ordinances.
- Ability to attend evening meetings, if necessary.
- Ability to deal effectively with a wide range of persons, including sensitive situations in which individuals may be highly upset over some issue involving Municipal activities or policies.
- Ability to establish and maintain effective working relationships with staff, public and officials in a tactful, pleasant, courteous, and diplomatic manner.
- Computer literate and proficient in maintaining spreadsheets by developing formulas i.e., add, subtract, multiply, divide and derive percentages.
- Ability to prepare accurate and reliable correspondences and spreadsheets at an executive management level.
- Ability to accurately type and word process materials at a high rate of speed.
- Ability to understand and follow oral and/or written policies, procedures, and instructions; and to interpret legislative law.
- Ability to effectively prepare and present accurate and reliable reports, often containing complex findings and recommendations.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Effectively multi-task while performing a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Willingness to quickly learn and adapt to new skills and knowledge brought about by rapidly changing information and/or technology.
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- Ability to facilitate and coordinate specialized program activities, direct the work of others, and develop recommendations for program policies and procedures.
- Ability to communicate effectively, orally and in writing while maintaining a positive work atmosphere; in a deadline driven environment and apply judgment within established parameters.

#### **Acceptable Experience and Training**

- Bachelor's degree in a field appropriate to the position and one year of progressively responsible experience in the appropriate field, or
- Progressively responsible experience in the field may substitute for the bachelor's degree on a year for year basis. Comprehensive experience with software programs.
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to independently perform work in the Municipal Administrator and Clerk's Offices with be evaluated case by case.

#### **Required Special Qualifications**

- Notary Public and or ability to obtain one in \_\_\_\_\_ days.
- State of Alaska Driver's License.
- Ability to work towards certification in the field or closely related field.

Essential Physical Abilities & Workplace Environment

*The conditions herein 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 job functions.*

- Sufficient clarity of speech and hearing or other communication capabilities, which permits the employee to communicate effectively with other employees and the general public.
- Sufficient vision or other powers of observation, which permits the employee to use a computer screen and review documents in electronic and hard copy form.
- Sufficient manual dexterity, which permits the employee to operate a computer and related equipment.
- Sufficient personal mobility and physical reflexes, which permits the employee to move about in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 50 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer and keyboard.

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