



Job Description

Department: Administration **Status:** Non-Exempt
Job Title: Administrative Coordinator
Reports to: City Administrator

Date job description last revised: 1/8/24.

GENERAL DESCRIPTION OF DUTIES:

This position provides general administrative support to the City Administrator, Finance Director, Human Resources and Sustainability Coordinators. This position is the first point of contact for the public when they visit the Administrative, Community Development and Finance Departments.

The work setting is fast paced due to the multiple demands and wide variety of activities associated with the departments.

ORGANIZATIONAL RELATIONSHIPS:

Reports to the City Administrator. Primary direction provided by the City Administrator and Finance Director. Provides a support role to the Human Resources and Sustainability Coordinators. Works closely with staff in the Department, in other City Departments and outside organizations that do business with the City of Salida.

ESSENTIAL DUTIES:

The following duty statements are illustrative of the essential functions of the job and do not include other nonessential or marginal duties that may be required. The City reserves the right to modify or change duties or essential functions of this job at any time. This position involves customer service, regular assigned responsibilities, ad hoc duties and requires the ability to resolve problems and multi-task:

- Regular, predictable, and dependable on-site workplace attendance is an essential function of the job.
- Answers phone calls placed to the main City number, provides requested information
- Manages our main information email address and responds to questions and comments in a timely manner.
- Addresses needs at information window, directs customers to proper departments or staff
- Manage front counter cashiering function.
- Assists in assuring that website, calendar and other public information is accurate
 - Access and read website pages weekly

- Review social media regularly
- Creates City Calendar Ensures noticing around building is up to date for holidays, closures etc.
- Prepares agendas and minutes for internal meetings, including, but not limited to, Employee Engagement, Employee Safety, Building Management
- Coordinate all travel plans for City Council and City Administrator, including conference registration, hotel reservations, etc.
- Order office supplies
- Coordinate meals for evening council meetings.
- Manage liability insurance renewals and claims filing
- Collect, distribute, and deliver mail for Council and Employees
- Supports Administration Department with data entry, scanning and filing of records

KNOWLEDGE, SKILLS, AND ABILITIES:

- Well-developed oral and written communication skills.
- Strong customer service orientation and ability to resolve issues and complaints.
- Must be comfortable using a personal computer and printers, programs including MS Work, Excel, Adobe Acrobat, be able to navigate the web, program the telephone system, postage machine and other office equipment.
- Must be able to multitask.
- Strong organizational skills and attention to detail and accuracy.
- Ability to become a “go to” person for taking care of department needs and ad hoc requests.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent. Proficiency with Microsoft Suite, email applications, general office equipment.

ENVIRONMENTAL AND PHYSICAL CONDITIONS:

Work is performed in an office. Visual and physical ability to work on computers for substantial amounts of time and assist at the front counter. The small organizational setting requires a strong work ethic.

PAY/SALARY RANGE:

\$48,045.19 to \$67,263.27, Annually. Hiring range up to \$57,654.23 Annually.

GENERAL DESCRIPTION OF BENEFITS:

The City offers a full benefits package for this position including medical/dental/vision insurance plans, 401(a) and 457 retirement plan options with employer match, Personal Time Off accrual, life insurance, short-term and long-term disability benefits, and a swim benefit at the Salida Hot Springs Aquatic Center.