

BONITA SPRINGS

Fire Control and Rescue District



Position	<i>Administrative Coordinator</i>	Department	<i>Administration</i>
Reports to	Administrative-Finance Director	Supervisor to	None
Effective date	February 2017	Revision date	February 2017
Pay Grade	14	FLSA Status	Non-Exempt
Union	None	Pension	Civilian

Purpose of Administrative Coordinator:

The purpose of the position is to provide clerical support to the Fire Chiefs and District employees. The position works within a general outline of work to be performed, and develops work methods and sequences under general supervision. The Administrative Coordinator class is distinguished from the Administrative Assistant class by the greater variety and higher complexity of duties assigned, the necessity to exercise judgment on non-routine matters, and the ability to perform complex tasks within generally defined procedures. The work involves the application of independent judgment and knowledge of departmental procedures, regulations, and district policies. Accuracy and completeness of work is essential. The work requires the exercise of mature judgment and thorough knowledge of major divisional relationships, divisional programs, and goals. Other responsibilities include coordination and resolution of a variety of work assignments, and effective consultation and communication with the public and all levels of district personnel to maintain effective and efficient departmental operations. Work is evaluated by observation of results and is reviewed by oral and written reports and conferences with supervisor.

Pre-Qualifications for Administrative Coordinator:

The requirements listed below are representative of the education, experience, and knowledge required for the position.

Education and Experience	Advanced level computer experience; ie. Excel, Word, Power Point, Outlook, Internet, Publisher, Adobe/Acrobat
	Bachelor's Degree in related field of study
	Three years of administrative experience in related work environments, including specific vocational experience with the District or related functional class.
Licenses	Valid Florida Driver's License

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Physical Requirements of Administrative Coordinator:

The Administrative Coordinator is required to remain in a stationary position at a workstation for extended periods of time, with the occasional need to traverse or position their-self to access office machinery or cabinets; as well as occasionally moving, transporting, or positioning objects weighing up to 20 pounds; and occasionally operating district vehicles.

Mental Requirements of Administrative Coordinator:

The Administrative Coordinator is required to complete routine work, follow procedures, and use critical thinking to solve problems which requires intensive understanding of a restricted field and complete familiarity with the functions of the District. There will be exposure to unusual pressure and stressors while performing clerical, manual, or technical tasks prescribed by standard practices. Tasks may require computation, the use of several procedures, and the use of independent judgments with obvious choices. Intense attention is required, with periods of high-concentration for accurate results.

Essential Functions Disclosure for Administrative Coordinator:

The essential functions of this job description, described as responsibilities, skills, and knowledge, are based on tasks which are critical to successful job performance. The process, time, quantity, and/or quality of the essential function may be determined by a supervisor, if it is not clearly defined in the job description. The essential functions listed may focus on the required outcome rather than the process of performing the essential function.

Environmental Exposures of Administrative Coordinator:

The Administrative Coordinator works in a fast-paced office setting with frequent interruptions. A need to assist a diverse group of customers, co-workers, and superiors is required. Work may be performed in meeting rooms within District premises or within the Community. There may be the occasional need to pick up or deliver objects/items. There may be the occasional variance in noise level ranging from quiet to loud tonal noises. There are no predetermined hazards.

ADA Compliance Disclosure for Administrative Coordinator:

The Bonita Springs Fire Control and Rescue District complies with the American with Disabilities Act (ADA). Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not prohibit or restrict additional tasks that may be assigned. This job description is subject to change at any time.

Description Disclosure for Administrative Coordinator:

This job description is not a contract of employment or a guarantee of continued employment. The Bonita Springs Fire Control and Rescue District has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

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General Responsibilities of Administrative Coordinator:

The tasks listed below are those that represent the general responsibilities while working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Answers telephone; screens calls; provides requested information; takes and relays messages.

Greets visitors with courtesy and tact; answers questions or refers to a supervisor for clarification/resolution.

Assists walk-in emergencies and summons appropriate personnel for help.

Provides back-up coverage for Receptionist tasks; specifically, but not limited to, lobby and phone coverage.

Creates and maintains files for order and retrieval, according to accepted record keeping practices and departmental policies.

Types correspondence, forms, documents, and other materials as required in departmental operations.

Opens, sorts, and routes incoming mail, faxes, and deliveries; prepares outgoing mail.

Photocopies and faxes required materials.

Ensures adequate maintenance of supplies; maintains inventory check.

Ensures clean and tidy common areas and office space.

Represents the District professionally to the Public and other agencies.

Performs other job-related duties as required.

General Knowledge Requirements for Administrative Coordinator:

The requirements listed below are within the scope of the job description and inclusive to the work assigned. The Administrative Coordinator shall have an appropriate level of knowledge in these requirements upon hiring, with the understanding that these requirements will be mastered while employed with the Bonita Springs Fire Control and Rescue District.

Professional business writing and written correspondence skills.

The knowledge of computer skills and programs.

Efficient utilization of fax and copy machines.

Proper grammar, spelling, proofreading, and editing skills.

Basic math and calculating skills.

Proper phone etiquette.

Typing skills.

The knowledge of departmental policies and procedures.

The knowledge of local, state, and federal laws.

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Essential Responsibilities of Administrative Coordinator:

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Serves as the Record Management Liaison. Creates and maintains files and records according to accepted record-keeping practices and procedures and is familiar with the Florida Records Management policies. Responds to Public Records Requests in accordance with the District's Policy and State Statute.

Serves as the Retiree Liaison. Corresponds with retired employees to ensure efficient communication and problem solving while providing congruency in coordination of retiree benefits including Retirees Insurance Trust, Pension, Insurances, or any benefit applicable to retirees.

Serves at the Commissioner Liaison. Corresponds with Fire Commissioners regarding routing requests and responses to ensure efficient communication and problem solving while providing congruency in coordination of information; and including the on-boarding/orientation of new fire commissioners.

Administers vehicle and structural liability claims, including filing the claim and completing subsequent tasks required to complete the claim; additional duties include the coordination of claims made by the public from damage to residential or commercial property within the District.

Prepares minutes and agendas for the various boards of the District, including the Board of Fire Commissioners, the Retirees Insurance Trust Board, and the General and Firefighters Pension Boards.

Prepares and distributes Board Meeting packets prior to the monthly Board Meetings, ensuring timely and accurate information.

Coordinates the preparation of the Conference Room for the monthly Board Meetings by setting-up tables, chairs, microphones, computers, and audiovisual equipment, or any equipment or paperwork applicable to the meeting.

Coordinates public input at Board Meetings and is familiar with the proper rules of order and statutes, ensuring professional and legal compliance relating to the Board of Fire Commissioners and Fire Board Meetings according to District Policy.

Updates the website and internet with documents and information applicable to assigned duties.

Administers door program and ensures security at all stations, including opening the building for special meetings of the public.

Provides fobs for new employees and updates on fobs for current employees.

Coordinates and schedules the Conference Room Calendar while communicating the rules of the conference room with the public and governmental or non-profit agencies to ensure efficient scheduling and maintenance of the room.

Mitigates phone issues and maintenance.

Coordinates and schedules seminars and travel plans for employees.

Exercises discretion in coordinating the Fire Chief's calendar and members of the Board as necessary.

Answers telephone or in-person inquiries for the Fire Chief and members of the Board of Commissioners while exercising discretion in determining the how they may be most appropriately accommodated.

Assists Administrative Director and Fire Chiefs by providing clerical/administrative assistance; such as proof-reading, copying, faxing, filing, corresponding, reviewing, researching, compiling, sorting, filling, preparing, processing, collecting, and distributing.

Is the primary backup for front lobby coverage.

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Essential Skill Requirements for Administrative Coordinator:

The requirements listed below are within the scope of the job description and inclusive to the work assigned. The Administrative Coordinator shall have an appropriate level of skill in these requirements upon hiring.

Serves the public, our customers, professionally and timely.

Multi-tasks, follows orders, technical instructions, and procedures as directed by a supervisor, while prioritizing multiple assignments and tasks is required on a daily, weekly, and/or monthly basis.

Interfaces and communicates well, both verbally and written, with all departments and support personnel.

Maintains a high level of confidentiality is required when handling confidential issues and materials.

Performs special projects as assigned.

Performs computer related functions, ie. email, word processing, data entry, and troubleshooting is required in programs applicable to the position.