



Class Code: Confidential

Grade: 46

FLSA: NE

WC Code: 8810

EEO Code: 5

EEO Job Category: Administrative Support

CITY OF LAUDERHILL, FLORIDA JOB DESCRIPTION

JOB TITLE: SPECIAL PROJECTS COORDINATOR

GENERAL STATEMENT OF JOB

The purpose of this position is to perform responsible and independent administrative work in support of planning, organizing and implementing the City's programs/events, under general supervision of the Public Relations and Cultural Arts Director. Employees in this classification coordinate projects, help in the coordination of special events, marketing efforts, and acts as communication liaison. Performs other duties as assigned.

ESSENTIAL FUNCTIONS

The following knowledge, skills, and abilities, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Serves as a team member of City-produced and sponsored events. Assists with the promotion, planning, coordinating, and execution of various City-produced and City-sponsored events.

Completes various projects and special assignments, as directed by the Department Head; coordinates as necessary with Directors and other staff; communicates goals and project updates to the Department Head and others, as needed.

Schedules meetings and appointments, and responds to inquiries from the public and internal staff.

Tracks, monitors, and coordinates implementation of the Strategic Plan for the City.

Assists in preparing budget requests and manages fiscal resources within the Department; manages purchase orders and inventory; administers and monitors expenditures for fiscal compliance.

Establishes and maintains department databases, automated files, lists, and computer records; enters and updates data in databases, to include confidential information; researches and retrieves data from information systems; queries records and reports; and generates reports.

Composes, edits, and processes letters, forms, correspondence, spreadsheets, work orders, and a variety of reports, including operational and program-related reports; prepares meeting agendas, information packets, legal notices and other meeting-related materials; collects and compiles information for inclusion in surveys, reports, charts, forms, and other documents; maintains records; and creates mailing lists, forms and other resources to support managerial, clerical, logistical and administrative activities of the Department.

Prepares and maintains files of department correspondence, program records, legal records, and other documents; distributes materials via email, mail, facsimile and other methods of transport; and requests information from other departments and/or parties as necessary to complete department records/files.

Attends committee meetings and interdepartmental meetings relating to public administration, marketing, and events, as required; makes speeches or presentations, as requested; attends appropriate workshops and training sessions, as requested.

Compiles or monitors various administrative and statistical data pertaining to the Department's operations; performs research as needed; makes applicable calculations; analyzes data and identifies trends; prepares or generates reports.

Serves as a liaison with City private and public partnerships, as requested.

Prepares and completes various forms, reports, correspondence, employment contracts, salary surveys, bid proposals, performance appraisals, organizational reports, monthly reports, budgets, goals/objectives, or other documents.

Establishes and maintains effective working relationships with City employees, elected officials, the media, the general public, industry professionals, and other government agencies.

Performs moderately complex work under limited supervision and maintains professional discretion in processing matters of a sensitive or confidential nature from both a legal and ethical perspective.

Provides customer service to internal and external customers in person and via email and telephone.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Associate's degree in public administration, business management, marketing, or closely related field; **AND**
- Three (3) years of experience in the coordinating special projects, administrative work, or closely related experience; **AND**
- Valid State of Florida Driver License.

If no applicants meet the minimum qualifications, an equivalent combination of education, training, experience, and preferred qualifications may be considered.

PREFERRED QUALIFICATIONS

- Public sector experience

ADDITIONAL REQUIREMENTS / ENVIRONMENTAL FACTORS

Driving Requirements: The ability to drive and operate a personal or City vehicle intermittently throughout the work day or work week.

Physical Requirements: The ability to exert moderate, though not constant, physical effort, which may involve some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and/or lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds).

Motor Coordination: The ability to coordinate eyes, hands, and feet to utilize and operate office tools, equipment, and machinery; and to handle, sort, and organize documentation.

Sensory Requirements: The ability to perceive and differentiate audio and/or visual cues or signals; and to perceive and differentiate depths, and/or textures.

Form/Spatial Aptitude: The ability to inspect items for proper length, width, and shape; and to visually read various information.

Color Discrimination: The ability to differentiate between colors or shades of color.

Communication: The ability to effectively communicate with City employees, stakeholders, and the general public verbally and/or in writing as needed to exchange information, coordinate work activities, and resolve matters.

Functional Reasoning: The ability to apply principles of rational systems, such as motivation, incentive, and leadership; to interpret instructions furnished in written, oral diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: The ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, measurable, verifiable, or subjective criteria.

Data Conception: The ability to coordinate, manage, strategize, and or correlate data and/or information; and to exercise discretion in determining actual or probable consequences, and in identifying solutions or alternatives.

Mathematical Aptitude: The ability to add, subtract, multiply, divide, and calculate numbers, decimals, and percentages; and to interpret numerical data and graphs to create reports and/or develop forecasts.

Environmental Factors: Essential functions are performed with minimal exposure to adverse environmental conditions (i.e. cold, heat, rain, sunlight, humidity, noise, dirt, odor, and/or fumes).

EQUAL OPPORTUNITY EMPLOYER

The City of Lauderhill, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

VETERANS' PREFERENCE

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority in the City's hiring process. Additionally, certain servicemembers may be eligible to receive waivers for postsecondary educational requirements in employment by the City.