|  |  |
| --- | --- |
| **POSTING DATE: September 16, 2014** |   **PLEASE POST ON BULLETIN BOARD** |
| **CLOSING DATE: October 1, 2014** |  |

**Administrative Coordinator**

Community Redevelopment Agency

Performs complex administrative, secretarial, and clerical work of a diverse nature for the CRA Director. Provides administrative support for CRA Director and CRA staff and requires excellent customer service and typing skills. Assignments are usually performed with general instructions, guidance and minimal supervision.

**Duties and Responsibilities:**

* Receive telephone calls and provide information for the Community Redevelopment Agency.
* Inform, advise, record process and follow-up all customer requests/complaints efficiently and expeditiously as received by telephone, mail or personally from citizens, elected officials, agencies, City employees and/or other clients.
* Receive, stamp-in, read, and/or distribute incoming correspondence and deliveries, process and stamp outgoing mail, distribute in-house memos.
* Maintain appointment calendar and schedule appointments as instructed; make travel arrangements as requested.
* Prepare pay authorizations for office supplies and equipment, and travel expenditures.
* Maintain office supplies, equipment, and materials.
* Maintain databases, including contacts, addresses, etc. Electronically record/search for data in multi-application computer programs.
* Type and edit correspondence, forms, reports, memos, and other data. Review typing for clarity and accuracy.
* Take dictation electronically and/or personally, and transcribe statements, agreements, minutes, memoranda, reports, and other material generally of technical/specialized subject matter.
* Organize, assemble and distribute material needed for meetings, conferences, public hearings, etc.
* Attend meetings; distribute minutes and maintain official records for the Community Redevelopment Agency.
* Serve as liaison for special programs set up by the CRA.
* Conduct research on assigned topics.
* Conduct business outreach.
* Go on site visits of CRA projects.
* Conduct research on assigned topics.
* Coordinate special projects upon request.
* Perform all other related duties as assigned.

**Requirements:**

* Associate’s Degree in Business or related field and at least three (3) years of experience; or an equivalent combination of education, training and experience.
* Valid Florida Driver’s License

**Knowledge, Skills, and Abilities:**

* Knowledge of public relations, conducting and/or coordinating office and administrative functions.
* Knowledge of general office functions, office equipment, billing procedures, filing and basic accounting.
* Knowledge of computer software and programming. Knowledge of word processing and spreadsheet related software. Knowledge of business letter writing and formatting.
* Skill in prioritizing work assignments. Skill in typing, word processing, data entry and in the operation of standard office equipment.
* Ability to handle multiple tasks and work under pressure.
* Ability to update current administrative processes and procedures.
* Ability to communicate and deal effectively with the public, City Officials, and other City employees.
* Ability to train or advise City personnel in related tasks and activities.

**Hours of work:** 8:00 AM – 5:00 PM, Monday - Friday

**Salary:** $21.6779 to $32.5163 per hour

**Apply to Human Resources,** 150 N.E. 2nd Avenue, Deerfield Beach, FL 33441

[www.deerfield-beach.com](http://www.deerfield-beach.com)

The City of Deerfield Beach is committed to Total Quality Management and seeks to employ individuals who are committed to and familiar with a Total Quality workplace.

The Human Resources Department will accept applications on every posted position for a minimum of six working days after the date of the job posting. After six working days the accepting of job applications is subject to being closed without notice. All applicants are encouraged to call or visit the Human Resources Department immediately upon learning of a job opening.

All employees hired on or after November 14, 1994 must have abstained from the use of all tobacco products for at least one year prior to their date of hire and must abstain from the use of tobacco products at all times during the period of their employment with the City while both on and off duty.

A drug screen is mandatory for all applicants prior to appointment.

Any person testing positive for a nonprescription, controlled substance shall not be hired.

Persons who need accommodation in order to apply for a City position

should contact the Human Resources Department to make such request.

**An Equal Opportunity and Veteran’s Preference Employer**