

**Job Title: Office Coordinator**

**Job Summary:** This is a skilled administrative position responsible for providing technical, administrative, and coordination support of town operations. The incumbent's work entails dealing with customers, maintaining a variety of records, providing administrative support to town departments and elected officials all while maintaining a high level of discretion, tact, and professionalism.

**Essential Job Functions:**

- Performs highly responsible and complex administrative assistance and office coordinator duties to assist town departments, exercises independent judgement and confidentiality in assisting with administrative details, ensures efficient workflow of office operations;
- Composes, prepares, and reviews a variety of memorandum, correspondence, reports, and data analysis documents;
- Provides customer service to visitors and callers regarding sanitation accounts, occupational taxes, permits, zoning applications, and alcohol licenses;
- Provide support to assist in the processing of accounts receivables and processing of receipts from various Town departments; prepares bank deposits;
- Assists in the preparation, mailing, and processing of sanitation billings, annual occupational tax, and alcohol license renewals;
- Receives and distributes mail; prepares outgoing mail;
- Operates a variety of modern office equipment to include but not limited to computers, printers, copiers, multi-line phone system, scanners, fax machines, or other specialized equipment;
- Provides continuous effort to improve operations, decrease applicable turnaround times, streamline processes, and work cooperatively and jointly to provide quality customer services; and
- Performs other duties as assigned.

**Knowledge Required by the Position:**

- Knowledge of modern office practices, methods, equipment, and standard clerical procedures;
- Knowledge of or ability to learn Town rules, regulations, policies, and procedures;
- Knowledge of or ability to learn all municipal functions, contacts, and activities of various departments;
- Knowledge of basic mathematical and accounting procedures;
- Excellent customer service skills;
- Effective written and oral communication skills;
- Skill in using a variety of computer programs and modern office equipment for administrative functions;
- Ability to maintain records and create reports;
- Ability to operate a computerized accounting system;
- Ability to work well with others;
- Ability to establish and maintain effective working relationships with departmental

personnel, other Town personnel, elected officials and the public.

**Supervisory Controls:** The work of this position is performed under the general supervision of the Town Manager.

**Guidelines:** Guidelines include Town ordinances, policies and procedures.

**Complexity:** The work consists of a variety of administrative and clerical duties.

**Personal Contacts:** Contacts are typically with vendors, co-workers, elected and appointed officials and the general public.

**Purpose of Contacts:** Contacts are typically to give and exchange information and provide services.

**Physical Demands:** This work is typically performed indoors with the employee sitting at a desk, with occasional bending and lifting.

**Work Environment:** Work is performed in an indoor office environment.

**Supervisory and Management Responsibility:** None.

**Minimum Qualifications:**

Associate's Degree or equivalent required; one (1) year administrative work experience; valid State of Georgia driver's license and satisfactory Motor Vehicle Record required; equivalent combination of education and experience.