

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 742

ADMINISTRATIVE COORDINATOR (HIU)

GENERAL

This is diversified and highly responsible technical, supervisory, and administrative work reporting to the director of the Office of Housing and Urban Improvement. Position involves responsibility for the fiscal activities as well as the financial reporting requirements of the office.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Maintains accountability for all Office fiscal matters.
- Prepares the Office's budget for Commission approval.
- Administers internal budgetary controls and priorities.
- Monitors expenditures, audits requisitions and signs payment authorizations.
- Assists the Director by directing and coordinating various administrative activities, reviewing and editing all directed correspondence and preparing internal and external responses including directives.
- Prepares appropriate items on the City Commission agenda and prepares all necessary budget transfers or adjustments.
- Serves as liaison to the Budget Office, Finance Department, Internal Auditing and Treasury.
- Conducts assigned research, procedural and administrative studies.
- Assists in the preparation of grant applications and reports for CDBG/HOME/SHIP and CRA programs.
- Prepares reports including proposed or recommended solutions and courses of action, specifically financial impact/analysis
- Directly supervises the Office's clerical staff, overseeing the administrative operations of the Office.
- Performs analysis and compilation of statistics of relating to TIF funds available for CRA projects/programs.
- Interacts with office staff, other city departments and outside organizations to achieve desired management objectives.
- Attends related meetings as assigned to represent management views.
- Performs other job related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of accounting principles and financial procedures.
- Knowledge of municipal government.
- Knowledge of administrative practices and procedures.

- Knowledge of Community Development/Redevelopment practices and management principles.
- Ability to write and edit detailed and complex financial reports and to present reports and recommendations in oral and written form.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business or Public Administration, Accounting and considerable experience performing professional level administrative work, preferably in the community development/redevelopment field or a Master's degree in Business or Public Administration or related field and some responsible Community Development/Redevelopment experience.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, personal computer, calculator, copier and fax machine. The noise level in this environment is usually quiet in an inside office setting.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev 12/16

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Group: 28/50

Location: OHUI

GERS: Regular: Regular Class