



CITRUS COUNTY MOSQUITO CONTROL DISTRICT

ADMINISTRATIVE COORDINATOR

\$25.11 - \$38.01 Hourly / \$52,228.80 – 79,060.80 Yearly

MAJOR FUNCTION

Performs a variety of administrative and support functions to assist in the administration of a major organizational unit.

DISTINGUISHING FEATURES

Employees in this class perform administrative duties of considerable difficulty requiring considerable initiative and independent judgment under general supervision.

MAJOR DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Provides input and recommendations on matters relating to the development, implementation, evaluation and modification of programs, procedures, services and policies of the organization.
- Compiles data and prepares or assists in the preparation of budget documents, and various statistical, financial and special reports.
- May provide staff support to the Board of Commissioners; coordinates special requests by members, conducts special assignments and prepares agenda documents.
- Assists in the overall administration of the office, controls sensitive and confidential information, approves or prepares for director's signature: correspondence, requisitions, vouchers and other documents; reviews records and reports which require action and recommends solutions or courses of actions; and prepares specified departmental reports.
- Receives correspondence and telephone calls; addresses issues, questions and complaints; composes replies; provides information in response to inquiries from other departments, other employees, outside agencies, and the public.
- Serves as District Custodian of Public Records.
- Serves as liaison with other organizations and the public.
- Oversees office administrative functions including monitoring and review of budgets, expenditures, processing of personnel records, and the maintenance of records, files, equipment, and supplies. May receive, review, and approve invoices for payment.
- Performs a variety of secretarial activities, such as taking and transcribing dictation, maintaining director's appointment calendar, and establishing and ensuring the maintenance of a comprehensive, central filing system.

- Supervises Public Education Specialist.
- Supervises Chemical Warehouse Coordinator.
- Supervises Receptionist.
- May apply pesticides during times of increased arthropod activity.
- Performs other related duties as required.

KNOWLEDGE, SKILLS, & ABILITIES

- Considerable knowledge of the goals, policies, and practices of the organization to which assigned.
- Considerable knowledge of general office policies, procedures and practices.
- Considerable knowledge of English grammar, punctuation and spelling.
- Considerable knowledge of the operation of word processing and data processing equipment.
- Working knowledge of the organization's procurement process.
- Some knowledge of the organization's budget process.
- Ability to plan, organize and supervise the work of others.
- Ability to handle confidential information.
- Ability to work effectively with others.
- Ability to conduct research, collect and analyze data, and prepare written reports.
- Ability to assist in the preparation and monitoring of organizational budgets.
- Ability to represent the organization at meetings and conferences on administrative issues..
- Ability to use a computer and related software.

RECOMMENDED MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED Certificate; and
Six years of clerical or managerial experience.

OR

Graduation from an accredited four year degree college or university; and
One year of clerical or secretarial experience;

OR

An Associate's Degree from an accredited college or university; and
Three years of clerical or secretarial experience;

OR

Graduation from high school or possession of a GED Certificate; and
Successful completion of an accredited secretarial or office technology training program; and
three years of clerical or secretarial experience

APPOINTING AUTHORITY REQUIRES

Possession of a valid Driver License. Must be able to pass the F.D.A.C.S. Public Health Pesticide Exam and acquire the license within the probationary period.

Citrus County Mosquito Control District is a drug free work place and will require a pre-employment drug screening.