CLASS TITLE: Town Administrative Coordinator

BASIC FUNCTION:
Under direction of an elected or appointed official is responsible for varied administrative and secretarial work involving the performance of a variety of relatively complex administrative details, programs, and/or projects directly related to Town Advisory Boards.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Establishes and maintains effective working relationships with governmental officials and the public.

2. Performs a variety of moderate to complex administrative and office duties and responsibilities in relieving a superior of important details.

3. Establishes and maintains town filing systems; plans and maintains an adequate supply of office materials and supplies; relays complex and important instructions and messages.

4. Maintains current knowledge of Nevada Revised Statutes and their application as it relates to the office.

5. Maintains appointment schedules; screens and refers callers; tracks deadlines and multi-task requirements; provides detailed responses to information requests about programs and activities; makes travel arrangements.

6. Prepares and composes correspondence; types a variety of materials, including administrative and public reports for reproduction and distribution; prepares complex work sheets and tables; makes various mathematical computations.

7. Performs a variety of financial activities such as processing purchase order requisitions, maintains records, prints reports, processes vendor claims and invoices, purchases supplies, monitors contracts and applies changes to necessary purchase orders and other records pertaining to.

8. As needed or directed prepares budget to include: input

9. Maintains personnel records and processes timesheets.

10. Attends Town Board Meetings and other related meetings and/or conferences; composes drafts of proceedings; prepares agenda and material in accordance with established practices.

11. Maintains various records on office activities pertaining to personnel, purchasing, travel expenses, contracts, billings, insurance and related activities.

12. Receives and records payments for facility reservations and cemetery related duties.

13. Schedules the use of Town parks and facilities.

14. Manages cemetery reservations, records, and burial planning.

15. Maintains and monitors the Town's website-based Community Calendar.

16. Maintains all Town records, municipal documents, correspondence database, and copies of all Town resolutions and ordinances.

17. Identifies and provides the appropriate forms, applications and documentation to obtain various licenses', instructs clients in the application process, assures completeness and accuracy and may accept payments.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or successful completion of a GED or high school proficiency exam and/or work experience directly related to the duties and responsibilities of the class.

LICENSES:
Valid Nevada driver's license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:
May provide supervision to support staff.

CONTACTS:
County officials, Town Advisory Board Members, general public,

PHYSICAL EFFORT:
The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:
Work is performed under the following conditions: Normal office environment.