



The City Beautiful

## City of Coral Gables Job Description

**Job Title:** Agenda Coordinator  
**Department:** City Clerk  
**Classification:** 0035  
**Pay grade:** 22E  
**FLSA:** Non-Exempt

**Prepared Date:** 7/2015  
**Approved By:** HR/CM

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### Summary

Performs high level administrative support and City Commission agenda preparation duties for the City Clerk.

### Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Works with City Clerk to coordinate and prepare the agenda for all City Commission meetings. Acts as liaison with the Office of the City Attorney, and other departments to ensure the inclusion and coordination of City commission agenda items. Compiles the agenda packages.

Works with the City Clerk by attending agenda review meetings as needed to determine importance and priority of agenda items.

Ensures that all documents are in proper order and distributes final agenda.

Assist transcribers with proof reading and marketing of agenda after City Commission Meetings.

Uses Information Systems (ISYS) retrieval database to perform research requests, update legislative files, file recorded documents, and enter updated board information.

Process research requests regarding City Charter and Code and assist internal and external customers such as general public, lobbyists, City Attorney's Office and Mayor's Office with any other requests.

Prepares correspondence and reports from oral or written instructions. Checks all correspondence and reports for completeness, clarity and accuracy before submitting to the City Clerk for signature.

Responsible for reviewing and proofreading all items submitted for accuracy. Forwards drafts to the City Clerk for review and assignment distribution.

Performs routine clerical duties such as answering phones, sending faxes, routing calls and other related work as required.

## **Knowledge, Skills, and Abilities**

Knowledge of City, departmental and office practices and procedures, legal, administrative and procedural regulations applicable to the municipal government, commission meeting procedures and agenda requirements. Knowledge of Microsoft word, Excel and other related computer programs. Ability to work independently in a high pressure environment and maintain tight deadlines, keep complex records, accurately compose business correspondence and prepare periodic reports. Ability to communicate effectively with City officials, management and the general public. Excellent organizational and communication skills.

## **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 telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

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

## **Minimum Education and Experience**

Graduation from high school or equivalent.

Associate's degree with emphasis in Public or Business Administration desirable.

Eight (8) years experience performing responsible, high level executive assistant/administrative support duties for a municipal or other government agency.

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