



<b>Name</b>			
<b>Position Title</b>	Office Coordinator	<b>Department</b>	Parks, Recreation, Forestry, Buildings and Grounds
<b>FLSA</b>	Non-Exempt	<b>Reports To</b>	Director of Parks and Recreation
<b>Pay Grade</b>	7	<b>Unit</b>	Non-Represented
<b>FTE</b>	1.0 FTE		

### **Purpose of Position**

The position of Office Coordinator is an essential member of the management team with responsibilities spanning across the overall administrative operations within the department. This position is responsible for ensuring productivity, quality control, financial bookkeeping, and enhance operational procedures. This position interprets and implements policies, processes, and practices across the department. As a direct report to the department director, this position is responsible for drafting professional memos, press releases, meeting agendas and minutes, resolutions, posting open department positions, and managing the director’s schedule. This position is responsible for scheduling the departments administrative staff in accordance with office hours while also mentoring team members and findings ways to increase quality of service and implement best practices across all levels.

### **Essential Duties & Responsibilities**

*The following duties are normal for this position. The duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.*

- Assist with financial bookkeeping/accounting such as processing invoices, billing statements, purchase orders, requisitions, credit card payments, submit invoices for payment, issue refunds in RecTrac and Munis and other financial transactions.
- Compile, submit, and manage department’s Capital Improvement Project (CIP) requests annually.
- Manage the departments 25 leases, generate invoices, process payments, and ensure leases are current.
- Directly supervise LTE and the Administrative Assistant on various software such as T2, RecTrac, Munis, and Legistar.
- Manage the departments overall five-year strategic plan.
- Provide administrative support such as meeting preparations, compiling meeting information materials and exhibits, prepare agendas in Legistar, attend meetings and record, transcribe and distribute in Media Manager for the following boards and commissions:
  - Board of Park Commissioners
  - Joint Board of Harbor Commission
  - La Crosse Center Board
  - Arts Board
- Create and submit legislation to be approved by various boards including Finance and Personnel, Judiciary and Administration Committee, and Common Council.

- Oversee and provide administrative assistance for all divisions of the department such as the La Crosse Center, Parks, Recreation, Forestry, Building and Grounds.
- Manage the City's 300 Boat Slip and 89 Boathouse license agreements, payments, and routine correspondence.
- Directly supervise administrative support positions at various satellite facilities located in the City.
- Compose and type correspondence, reports, forms, leases, schedules, and other materials from written and oral instructions. May also compose routine correspondence, public notices, schedules, and other materials for general distribution and/or approval of management.
- Manage annual community event agreements and review special event permits.
- Generate reports, make photocopies, board meeting packets, and distribute reports to appropriate personnel on a weekly basis.
- Performs customer service tasks such as reserving department facilities, assisting customers with general questions, and signing up for programs.
- Maintains the City job board within NeoGov.
- Performs basic accounting/cash handing duties. Responsible processing program registration payments and refunds, mail payments, update contracts, license agreements, and insurance information.
- Provides routine information or refers to appropriate person or department. Takes and relays messages. Receives, screens, and directs phone calls, schedules appointments, conferences, and meetings.
- Maintains record confidentiality as needed.
- Maintains regular and predictable on-site attendance.

### **Additional Duties & Responsibilities**

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*While the following tasks are necessary for the work of the department, they are not an essential part of the purpose of this position and may also be performed by other department staff.*

- Performs public reception tasks such as providing routine information, takes and replays messages, directors visitors, answers, and routes phone calls, etc.
- Processes and distributes in-coming and out-going mail.
- Purchase supplies and oversee inventory.
- Monitors and maintains appearance, cleanliness, and stocks conference rooms and office areas.

### **Minimum Training & Experience Requirements**

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- High school diploma or equivalent, vocational/technical training secretarial science or office administration and 3-5 years of office experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Must have a typing speed of 40 wpm.
- Must present effective customer service skills.
- Proficient in Microsoft Office.

- Bachelor's degree preferred, or equivalent combinations of education, training, and experience.
- Ability to communicate orally, and in writing with supervisors, staff, City employees, and the public.

## **Physical & Mental Requirements**

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### **Language Ability and Interpersonal Communication**

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgement.
- Ability to compare, count, differentiate, measure and sort information.
- Ability to assemble, copy, record, and transcribe data and information.
- Ability to explain, demonstrate, and clarify to others within well-established policies, procedures, and standards.
- Ability to follow specific instructions and response to simple requests from others.
- Ability to utilize a wide variety of descriptive data and information such as police reports, accident reports, citations, court dockets, schedules, lists, computer generated reports, City-regulated license applications, computer software operating manuals, ordinances, bonds, schedules, state statues, policies, guidelines and non-routine correspondence and general operating manuals.
- Ability to communicate orally and in writing with law enforcement personnel, attorneys, various City departments, Coroner, Common Council, and the public.

### **Mathematical Ability**

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

### **Judgement and Situational Reasoning Ability**

- Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.
- Ability to exercise the judgement, decisiveness and creativity in situations involving a variety of generally pre-defined duties which may be subject to frequent change.

### **Physical Ability**

- Ability to operate a variety of office equipment including computer, telephone, fax machine, calculator/adding machine, photo identification camera, laminator, and photocopier.
- Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as data entry.
- Ability to recognize and identify individual characteristics of colors, shapes and sounds associated with job-related objects, materials, and tasks.

### **Environmental Adaptability**

- Ability to work under safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use poses a very limited risk of injury.

*The City of La Crosse is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*