



## **JOB DESCRIPTION**

### **Administrative Coordinator**

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**DEPARTMENT:** Administration

**PAY GRADE:** 130

**REPORTS TO:** General Manager

**FLSA STATUS:** Exempt (salary)

**EFFECTIVE DATE:** May 25, 2021

**LOCATION:** 2001 S. State St., N3-600  
Salt Lake City, UT 84190

#### **JOB SUMMARY**

The Administrative Coordinator provides highly responsible clerical, administrative and receptionist support to the Greater Salt Lake Municipal Services District (MSD). Under the direction of the General Manager, performs a wide variety of administrative office support and clerical functions, which require considerable independent judgment and discretion in handling highly sensitive, confidential information. Works closely with senior management in preparing agendas for Board of Trustees meetings and serves as the Board secretary. Works closely with the Records Officer and assists in state recordkeeping compliance. Is organized, personable and detail oriented.

#### **MINIMUM EDUCATION QUALIFICATION**

Three (3) years of office administrative support experience OR an equivalent combination of related education and experience. Associate degree in office administration, management, or related field preferred. An eye for efficiency and an intense attention to detail and strategic changes. Experience in local government, public records and working with elected officials preferred.

A valid Driver's License issued by the State of Utah is required to operate a vehicle.

Due to the nature of this position, the successful applicant must be able to pass a pre-employment background check.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Provides administrative support to District General Manager, District Board of Trustees, and assigned work groups.
- Takes minutes during meetings, transcribes documents, and maintains official records of actions. Notifies the appropriate parties of Board of Trustee actions. Provides meeting document packets to Trustees and key staff for Board Meetings.
- Provides records management support under supervision of the MSD Records Officer according to legal requirements and the District's Bylaws and Policies.
- Assists the Records Officer in complying with GRAMA and all related policies and procedures.



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- Helps manage the District's section of the Utah Public Notice Website. Post's agendas, notices, documents, and other material as needed. Post's recordings and minutes in a timely manner and within statutory requirements.
- Maintains the District's Bylaws, Policy Manual, Agendas, Minutes, and other official documents as required by law.
- Recommends standard operating procedures for District internal administration, record keeping, archiving, GRAMA responses, and confidentiality.
- Establishes and maintains accurate District electronic and physical filing systems, including purging and destroying or archiving confidential or obsolete documents according to the Retention Schedules and the State Archives.
- Protects confidentiality.
- Is respectful and circumspect when discussing elected officials and District management.
- Assists in Maintaining, organizing, reviewing, and uploading ordinances, resolutions, and agreements to the Municode website for each Municipality that requests this assistance. Works with municipalities' attorneys and elected officials to ensure accuracy.
- Schedules and arranges meetings, conferences, and hearings; initiates agendas; prepares meeting packets and other materials; posts meeting notices. Coordinates all aspects of assigned events and meetings. Takes, prepares, distributes, and posts minutes.
- Assists the MSD Communications Manager in providing content to the District website and social media sites as requested.
- Upholds and carries out District bylaws, policies, and procedures.
- Listens carefully, asks the right questions, thinks strategically, and makes decisions independently.
- Provides customer service by answering phones, greeting visitors, relaying messages, and distributing forms, documentation, and information.
- Provides constituent services to residents of the District. Receives and responds to public comments, concerns, and requests.
- Develops, maintains, organizes, stores, and monitors reports, correspondence, files, forms, and documents.
- Meets deadlines and follows through on assignments. Prioritizes workload. Works on tasks with resourcefulness and flexibility. Remembers key details. Works quickly, but accurately.
- Acts as an administrative liaison to MSD service providers, municipalities, and other stakeholders.
- Prepares and distributes weekly Community Outreach Reports to elected officials. Gathers the necessary information from various District departments and service providers.
- Attends meetings as needed with District senior management. Helps coordinate follow up.
- Represents the General Manager on various assigned committees and coordinates informational flow between those committees and the General Manager. Attends evening or weekend meetings and events as needed.
- Maintains office supplies and equipment. Keeps office areas neat and organized.
- Coordinates with the MSD's landlord as necessary. Creates work orders for necessary maintenance and ensures completion.
- Schedule's meetings and appointments.



- Fields technical and logistical questions.
- Manages special projects, facilitates and communications. Distributes information.
- Collaborates across departments to help plan events and initiatives.
- Prepares presentations and other materials as needed.
- Collects, researches, analyzes, and organizes materials and information for projects and reports.
- Maintains calendars and schedules. Help manage priorities and deadlines for the General Manager. Provides as-needed support (scheduling, planning, etc.) to directors, managers, and executives.
- Coordinate's travel, including completing the initial travel request forms and, where appropriate, making hotel reservations, airline reservations, and car rental reservations.
- Performs various administrative tasks as needed. Composes a variety of correspondence, documents, and reports; formats, proofreads, and edits.
- Plans, evaluates, and recommends applicable software.
- Manages incoming mail and faxes. Prepares outgoing mail, packages, and faxes.
- Suggests changes to office task workflow to improve efficiency.
- Places and tracks orders as needed. Maintains accurate records of purchases. Assists the MSD Purchasing Agent as needed.
- Monitors account balances, purchases expenditures and procedures for District payment card.
- Represents District interests in relationships with external associates, including vendors, consultants, and stakeholders.
- Assists Human Resources as requested in recruiting and hiring new employees.
- Acts as backup support to office clerical staff.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Business English and mathematics
- Computer literate with expert command of standard office tools, such as Microsoft Office Suite and video conferencing
- Strong knowledge of state records management and archiving regulations and standards
- Knowledge of record and report preparation, maintenance, archiving, and filing
- Principles of office administration, operations, and support functions
- Excellent telephone, in-person, and customer service etiquette
- Experience using office machinery (printer, copier, phone systems, fax, etc.)
- Organized and detail-oriented
- Outstanding communicator both verbally and written with a knowledge of business correspondence and other business writing
- Knowledge of purchasing and budgeting principles, practices, and procedures
- Knowledge of OSHA standards and regulations
- Effective planning and decision-making techniques

### **Skills and Abilities to:**

- Perform office administration and records management



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- Interpret and apply complex rules, regulations, policies and procedures
- Follow verbal and written procedures and instructions
- Communicate effectively both verbally and in writing
- Be consistent in preparing agendas, minutes and other official documents
- Exercise a high degree of discretion and confidentiality
- Organize workloads and prioritize tasks to adhere to deadlines
- Work both independently and in a team environment under minimal supervision
- Develop, implement, and maintain filing and recordkeeping systems
- Interpret and apply policies and procedures
- Operate standard office equipment
- Ensure proper functioning of office equipment; arrange for necessary maintenance and repairs
- Analyze data and make appropriate recommendations
- Coordinate the collection, analysis, and interpretation of data
- Assess multiple objectives and make recommendations
- Take initiative in solving problems and improving processes
- Establish and maintain effective relations with municipalities, county and other stakeholders
- Mentor administrative support staff
- Maintain composure in stressful situations

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- This position requires work in a wide variation of conditions, from a typical office setting to field work. Must be able to attend evening meetings and possible weekend events.
- While performing the duties of this job, the employee is frequently required to sit, walk, move, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must be able to lift and/or move up to 30 pounds (office paper, various office supplies, and equipment).
- Specific vision abilities required by this job include close vision and the ability to adjust focus.



# Municipal Services District

**EMPLOYEE REVIEW:**

I have read the above and understand that it is intended to describe the general content of and requirements for performing this job. The job description does not imply an employment contract, nor is it an exhaustive statement of duties, responsibilities, or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time in order to meet the company's needs. I understand that my employment with the Greater Salt Lake Municipal Services District is at-will. I have been given a copy of this description.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Printed Name:** \_\_\_\_\_

**APPROVALS:**

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources:** \_\_\_\_\_ **Date:** \_\_\_\_\_