

## City of Rapid City Job Description

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|---------------------|-----------------------|----------------------|-----------|
| <b>Job Title</b>    | Executive Coordinator |                      |           |
| <b>Job Code:</b>    | MYAA                  | <b>Job Family:</b>   |           |
| <b>Pay Grade:</b>   | NU20                  | <b>Date Revised:</b> | 2/21/2022 |
| <b>FLSA Status:</b> | Exempt                |                      |           |

**General Summary:** This position is responsible for providing professional executive support directly to the Department Director. This position will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure to handle a wide variety of activities and confidential matters with discretion. This role requires excellent organizational and interpersonal skills and flexibility.

### Essential Duties and Responsibilities:

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Collaborates with Department Director to foster a positive, high-integrity organizational culture.
- Directs, communicates, and coordinates policy and strategic vision to division employees at all levels.
- Acts as liaison for Department Director for various meetings; represents department in Union negotiations and Labor Management/Safety Committee functions.
- Acts as point of contact for department staff; works with staff to resolve issues at departmental level; escalates issues to the Department Director as needed.
- Handles confidential city information within the department; maintains confidentiality and uses discretion at all times.
- Assists in budget preparation; prepares and processes purchase orders to oversee department /division office spending; arranges for equipment and supply maintenance, repair, and replacement.
- Reviews and researches statistical and administrative information as needed; compiles, processes, and tracks critical information for the division and/or department.
- Evaluates, prioritizes, and responds to scheduling and information requests; maintains Department Director's day-to-day schedule; manages and supervises the daily operations of the office which includes staff.
- Performs executive administrative support duties; coordinates travel arrangements, special events, projects, and presentations; prepares correspondence, reports, presentations, documents and memoranda to the public, various agencies, and City staff.
- Acts as City liaison to other departments and the City Council in the creation and dissemination of agenda items for Council approval.
- Manages other special projects deemed necessary by the division/department.

### Qualifications:

**Education and/or Experience:**

Bachelor's degree from an accredited college or university and 3-5+ years progressively responsible experience; or Associate's degree or equivalent from a two-year college or technical school and 5-7+ years progressively responsible experience; or High school diploma or GED equivalent and 8-9+ years progressively responsible experience in performing administrative, executive and communication support duties or any such combination of education, closely related experience, and training that may be acceptable to the hiring authority.

**Working Conditions:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on the work location, while performing the duties of this position, the incumbent may occasionally be exposed to moving mechanical parts, fumes or airborne particles, and/or outside weather conditions. The noise level in the work environment is typically moderate and interruptions are common.

**Physical Demands:**

*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.*

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; hear. The incumbent is frequently required to sit and/or stand and most of the work is completed at an assigned desk station in front of a computer. The incumbent is occasionally required to walk; balance; stoop, kneel, crouch or crawl. The incumbent must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; rarely lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.