



EMPLOYMENT OPPORTUNITY

Project Coordinator

SUMMARY

To perform complex and responsible administrative and clerical duties for employees in the Development and Public Works Departments; including staffing the main public counter, answering phones, maintaining schedules, files, and reports; maintaining invoices, permit, and inspection data and social media sites, and other office and department duties; tracking receipts, expenses and budgets; tracking and billing for gas purchases across multiple entities, providing support to staff as well as City commissions and Boards for public meetings; coordinating events; maintaining web-based systems and programs; providing information and assistance to citizens, City staff, Commissions and Boards, and the media regarding Development/Inspections, Public Works, and Parks & Recreation matters.

ESSENTIAL FUNCTIONS, DUTIES, RESPONSIBILITIES

Greet and assist public with general questions and those specifically related to Development, Public Works, and Parks matters. Issue permits for Development Department (Building, plumbing, electrical, sewer, mechanical, sign, demolition, etc.) and maintain permit records for the departments. Monitor Development, Public Works, & Parks Department budgets, track purchases and invoices. Coordinate park reservations. Assist with project and grant management activities. Research/answer routine zoning questions from citizens and realtors; provide information on subdivisions, rezonings, right-of-way vacations, etc., to Development & Public Works Director, City staff, and citizens. Assist with the promotion of the community and the City of Keokuk, including marketing efforts and projects, and to maintain consistent and positive public message. Maintains database of variety of records and reports to assist in providing statistical reports, financial reports, budget information, inspection reports, parks and tree inventories, maintenance and special project records, safety and hazard records including MSDS updates, recreational enrollments and reports. Prepare Cemetery deeds and associated documents related to City Cemetery. Create annual garbage pick-up calendar and address a variety of community notices and schedules related to yard waste, recycling, garbage pickup. Post agendas of public notices and hearings for media, City Administrator and Council. Maintain record for Zoning and Land Use Commission, Zoning Board of Adjustment, and Historic Preservation Commission Parks Advisory Committee, Rand Park Advisory Committee and any other related committees or boards of the Development, Public Works, and Parks Departments; including attendance voting, meeting records, reports, and minutes. Prepare agendas, meeting packets and transcribe and summarize meeting tapes into official minutes as needed for commissions, boards and committees of Development & Parks Departments; 25-30 meetings/year.

MINIMUM QUALIFICATIONS

Two years of administrative, customer service, or related project experience preferred. High school diploma/GED required. Associates degree and/or advanced office technology courses or education preferred. Strong knowledge of social media marketing, MS Windows and Office applications, including Word and Excel, with the ability to enter and process information into database spreadsheets and reports. Must live within fifteen air miles of the Keokuk city limits. Must be able to pass a criminal background check and pre-employment drug screen and physical.

ANNUAL SALARY

Starting: \$43,000-49,000 DOQ, with full benefit package.

HOW TO APPLY

Complete job description and Application are available at www.cityofkeokuk.org or in person during business hours at City Hall, City Clerk's office-2nd Floor, 501 Main Street, Keokuk, IA. Position will be open until filled. THE CITY OF KEOKUK DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES



JOB DESCRIPTION – PROJECT COORDINATOR

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are not intended to reflect all duties performed within the job.

Identification

Job Title: PROJECT COORDINATOR
Reports To: Public Works and Development Directors
Department: Public Works and Development
FLSA Status: Exempt

Job Summary

To perform complex and responsible administrative and clerical duties for employees in the Development and Public Works Departments; including staffing the main public counter, answering phones, maintaining schedules, files, and reports; maintaining invoices, permit, and inspection data and social media sites, and other office and department duties; tracking receipts, expenses and budgets; tracking and billing for gas purchases across multiple entities, providing support to staff as well as City commissions and Boards for public meetings; coordinating events; maintaining web-based systems and programs; providing information and assistance to citizens, City staff, Commissions and Boards, and the media regarding Development/Inspections, Public Works, and Parks & Recreation matters.

Examples of Important Job Duties and Responsibilities—*Important duties and responsibilities may include, but are not limited to, the following:*

Essential duties and responsibilities

Greet and assist the public with general questions and those specifically related to Development and Public Works matters. Review, assist, and approve minor zoning permits as required. Answer telephone calls, take messages, and refer items/issues to the appropriate person or department for further action.

Represent the City in a professional, responsible, and trustworthy manner; promote and support City programs, policies, and activities within job duties and with the public.

Communicate clearly, effectively, and professionally and conduct actions in a professional and appropriate manner when working with the public and City staff. May present or assist in presenting Development, Parks, and Public Works programs and projects.

Assist in maintaining schedules and relevant information for meetings, inspections, projects, deadlines, and other items for the Development and Public Works Departments.

Assists in the day-to-day operations, requiring a broad range of duties for the implementation of goals, objectives, maintenance and operation for the Development and Public Works Departments.

Control City gas system and create and issue gas cards to city employees and other tax exempt entities that purchase gas from the City of Keokuk.

Research and perform special and community projects as required for Development and Public Works Departments. Create marketing and promotional materials. Assist and lead in the coordination and promotion of City events and programs, as required (i.e. Pavilion events, etc.); including coordination with outside agencies, other city departments, local community groups, and volunteers.

Prepare monthly, annual, and other reports and maintain records for Development and Public Works Departments.

Maintain and manage the Development Department permit/inspection management site (web-based software). Issue permits (Building, plumbing, electrical, sewer, excavation, mechanical, sign, demolition, etc.) and maintain permit records for the departments.

Maintain and manage Park/Park shelter reservations (potential web-based software).

Maintain and manage files for the Development Department, including property files for building (and vacant building) permits, correspondence, nuisance records. Manage and maintain Planning & Zoning files and information, including Rezoning, Subdivision, Vacation, and other related files as necessary.

Maintain and manage department Facebook/social media pages and webpages with updates and current information.

Prepare requisitions. Track purchases, invoices, expenses, budget lines, etc.

Order supplies, verify and process invoices for the Development and Public Works Department; process travel requests; maintain supplies of application and informational forms for citizens' use.

Monitors Development & Public Works Department budgets.

Daily office duties: responsible for confidential personnel and comp time records; complex filing systems for subdivisions, rezonings, right-of-way vacations, annexations, special uses, and library of projects; tracks subdivision final plat due dates, performance bond expiration dates, and Zoning Board of adjustment special use permits with expiration dates, as required.

Operates all type of office equipment,, including copy machines, word processor, personal computer, etc.

Maintains database of variety of records and reports to assist in providing statistical reports, financial reports, budget information, inspection reports, parks and tree inventories, maintenance and special project records, safety and hazard records including MSDS updates.

Prepare Public notices for swimming pool opening and closing, yard waste pickup and open burning, holiday garbage pickup, legal notices for bid lettings, street closing, etc.

Prepare yearly garbage pickup calendar

Prepare cemetery deeds, death cards, property cards and Right of Interment permits.

When public hearings are scheduled, assist staff in preparing notice and letters to property owners and petitioners. Copy/mail meeting packets-agendas, minutes, and staff reports, plus copies for Mayor, City Clerk, record books, and files. Post agendas of hearings for media, City Administrator and Council.

Assist department staff in the maintenance of records for Zoning and Land Use Commission, Zoning Board of Adjustment, Airport Commissions, Park and Recreation Advisor Board, Rand Park Pavilion Commission, Athletic Field Commissions, and any other related committees or boards of the Development and Public Works Departments as needed. This may include attendance voting, meeting records, reports, and minutes. Prepare agendas, meeting packets and transcribe and summarize meeting tapes into official minutes as needed for commissions, boards and committees of Development & Public Works Departments. Post as required for media City Administrator and Council. File approved minutes of boards and commissions with the City Clerk for approval at City Council meetings.

General knowledge of responsibilities and duties of all City departments. Distribute inter-departmental memos and letters to City departments, etc. requesting comments.

Regular and punctual attendance.

QUALIFICATIONS

Knowledge of:

Strong knowledge of MS Windows and Office applications, including Word and Excel, with he ability to enter and process information into database spreadsheets and reports.

Knowledge and principles of website/social media management and content; and web-based software management and use.

Principles and applications of mathematics.

Basic principles and practices of public relations, team building, and leadership.

Excellent communication and customer service etiquette and practice.

Principles and practices of project management and process improvements.

Excellent English language skills, spelling, grammar and punctuation.

Modern office procedures, methods and computer equipment, including an efficient and effective filing system for department records.

Basic principles of municipal government; department policies, procedures and general operation.

Pertinent federal, state and local laws, regulations and codes.

Ability to:

Ability to type 40 words per minute.

Possess excellent spelling, punctuation, mathematical and transcription skills.

Ability to utilize a personal computer with MS Office software, especially Excel, Word and website/software management; to accurately create, utilize and maintain records and prepare reports from such records.

Considerable knowledge of modern office practices, procedures and equipment.

Must possess excellent clerical, proofreading and English skills.

Must maintain a professional appearance and be able to consistently work in a responsible and trustworthy manner with City officials, employees, and the general public.

Work independently in the absence of supervision.

Maintain a high level of confidentiality in the performance of duties.

Communicate clearly and concisely, both orally and in writing, including within groups and public presentations.

Manage and coordinate projects, programs, groups, and volunteers.

Establish and maintain effective relationships with City officials, employees, city departments, outside agencies, and organizations and the general public.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Minimum Experience:

Two years of administrative, customer service, or related project experience required.

Minimum Training:

High school diploma/GED required. Associates degree and/or advanced office technology courses or education preferred.

Working Conditions

Environmental Conditions:

Office environment; working closely with others and alone; high levels of public contact; potential exposure to angry people.

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; kneeling and crouching during assigned activities; pushing and pulling various materials.

Signature/Approval

Employee Signature

Date

Employee Printed Name

Department Head

Date