



# Village of Indiantown

## Career Opportunity Office Coordinator

**\$38,000 - \$48,000 Yearly**

**Full-time, Exempt Position, with benefits.**

***Deadline: October 29, 2019, at 4:00 p.m.***

### Summary:

Under general supervision of the Village Manager's Office, the Office Coordinator provides support for administrative and clerical duties and assignments on a wide variety of village operations. The position serves the public through regular polite and professional contact delivering outstanding customer service to all residents or interested members of the public, and professionals corresponding with or serving the Village.

Indiantown is a rural community on Florida's Treasure Coast that was first established in the early 1900's, and then incorporated in 2017 as the newest municipality in Florida. While its population of less than 7,000 is small, its resident engagement is exemplary and its potential for community building and new business opportunity is large. The Village is governed by a Mayor and Council elected at large, while day-to-day operations are directed by the Village Manager. Because our staff is small, we're called upon to apply versatile talents and skills across many disciplines making our daily work very dynamic yet rewarding.

### Application Process:

Time is of the essence. A resume and cover letter, not to exceed three (3) pages collectively, must be received **by October 29, 2019, at 4:00 p.m.**; however, the position will remain open until filled.

An original, signed version of a candidate's submission, with the candidate's legal signature on the cover letter, may be hand-delivered to the Office of the Village Manager at the address listed on the footer of this announcement. Please note that the Villages office hours are only 8:30 a.m. – 12:30 p.m. on Tuesdays and 9:00 a.m. – 5:00 p.m. on Thursdays and Fridays.

Applicants may also e-mail their submissions to [aosterman@indiantownfl.gov](mailto:aosterman@indiantownfl.gov). If a candidate chooses to do so, the signed cover letter shall include the statement: "I certify all information contained in the application cover letter and resume are true and accurate."

Professional references are optional at the time of submission; however, they may be requested if the candidate is invited to an in-person interview.

All applicants certify the complete accuracy of all information provided, to the best of their knowledge, and are subject to background checks, proof of educational degree(s), certification(s), and may be asked for professional references.

Each successful candidate shall be subject to a probationary period of six (6) months.

## Essential Duties:

*Duties may include, but are not limited to, the following. The omission of an essential work task does not preclude management from assigning duties or tasks not listed if such functions are a logical assignment to the position:*

- Using common word processing and/or desktop publishing software, drafts and proofreads a variety of professional and sometimes confidential correspondence, including reports, forms, memoranda and letters from rough draft to final copy.
- Performs professional administrative duties which may include completing forms, processing invoices and check requests, scheduling; and possible grant research.
- Timely processing, categorization, sorting, and distribution of mail and electronic correspondence and information.
- Creation and maintenance of filing and logging systems for correspondence and data including forms, reports, and records; and administers follow-up procedures.
- Attends and summarizes staff meetings by taking minutes.
- May be cross-trained to serve as Building Permit Technician to occasionally serve in that capacity as necessary.
- In the absence of the Village Clerk, prepares meeting rooms or Council Chambers for Council meetings. Attends meetings of the Village Council, Boards and Committees or subcommittees as to take minutes and record meeting audio.
- In the absence of the Village Clerk, helps to maintain the Village's website and social media outlets as necessary.
- Assists as directed in related tasks.
- Evening, holiday and/or weekend work may be required.

## Qualification Guidelines:

Education: High School Diploma or GED. Associates Degree or higher in any related field is highly preferred.

Experience: Minimum of three (3) years administrative and clerical experience, which includes customer service and interaction with the public is required. Previous local government and/or grant writing experience are highly preferred.

## License(s), Certificate(s), and Registration Requirements:

- Valid State of Florida driver's license. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Ability to become a Florida Notary Public within (6) months.

## Knowledge, Skills, and Abilities:

### Knowledge of:

- Proficient in business English, grammar, and math; writing and editing skills; and business correspondence protocol.
- Proficient in modern office terminology, methods, practices, and procedures.
- Prior knowledge of municipal and departmental rules, regulations, practices and procedures and basic state laws pertaining to local governments (i.e. Sunshine Law and Public Records Laws) is highly preferred.

### Skill And/ or Ability to:

- Demonstrate and maintain excellent keyboarding skills.
- Multi-task and organize a dynamic work load and schedule.
- Maintain quality control and poise and courtesy under the pressures of deadlines or demanding public customers.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with fellow employees, Village Council Members, consultants, the general public, and other potential partner governments.
- Perform basic math calculations; with spreadsheet proficiency being highly desired.
- Learn pertinent codes, laws, ordinances, rules, regulations, policies and procedures.
- Clearly communicate and convey information tactfully and impartially.
- Ably operate modern office equipment and various computer software.
- Maintain confidentiality when necessary.

## Work Environment (Physical and Mental):

Environment – Work is mostly performed in an indoor temperature-controlled office environment with typical office noise; but occasionally requires travel to other locations. Subject to regular contact with the public, sometimes voicing objections or complaints. Extension of the workday may be required due to meetings and workload, meaning evening, holiday, and/or event weekend work may be required.

Emotional/Psychological – Frequent decision making and concentration; public contact; frequent work alone.

Mobility and Lifting – Frequent standing or sitting for extended periods; frequent walking; occasional driving may be required depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Occasional lifting up to 35 pounds.

Dexterity – Frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching.

Vision – Constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision.

Hearing/Talking – Frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds.

## Compensation and Benefits:

Employee compensation normally begins at the beginning of the salary range; however, in the Village Manager's discretion, it may be adjusted depending on qualifications.

Village employees are provided the following benefit package at this time:

- Participation in the Florida Retirement System (Village and employee contribution)
- Participation in the Federal Social Security program (Village and employee contribution)
- Participation in an optional deferred compensation program (no Village contribution)
- Thirteen (13) paid Town holidays
- Health, vision, and dental insurance (partially subsidized by the Town)
- Paid annual and sick leave benefits

*Posted on: October 7, 2019*