

City of Medina Position Description
ADMINISTRATIVE COORDINATOR

Position Title: Administrative Coordinator
Department: Administration
Supervisor's Title: Assistant City Administrator

Pay Grade: 4
FLSA Status: NON-EXEMPT
Work Status: Full-time

PRIMARY OBJECTIVE OF POSITION

Provides high-level administrative support to the Administration Department. Responsibilities include supporting City Council operations, coordinating special projects, and assisting with human resources, elections, licensing, records management and data practices, and communications. Work is performed primarily under the direction of the Assistant City Administrator/City Clerk.

ESSENTIAL FUNCTIONS OF POSITION

- Performs the duties of the City Clerk, in coordination with the City Administrator, in the absence of the City Clerk.
- Assists in maintaining official City records, including resolutions, ordinances, the City Code, public hearing notices, meeting packets, and meeting minutes.
- Assists with preparation and distribution of City Council meeting packets and completes follow-up tasks related to resolutions, ordinances, contracts, and meeting minutes after Council action.
- Attends city council meetings and records minutes in the absence of the City Clerk.
- Assists the Administration Department with special projects, research, and program support.
- Supports Human Resources functions by preparing and processing paperwork, performing data entry, completing compliance reporting, assisting with staff training activities, and supporting policy implementation.
- Assists with the administration of City elections, including pre-election preparation, election judge onboarding and training, administering absentee voting, and supporting Election Day operations.
- Creates and maintains content on the City website, serves as a resource to other city departments for website administration, and develops content for City social media channels.
- Assists in creating, editing, and distributing city publications such as the annual report and city newsletter.
- Supports the City's records management and data practices programs and coordinates with departments to ensure compliance.
- Assists with the administration of alcohol, tobacco, cannabis, and other City licensing programs, ensuring compliance with local, state, and federal regulations.
- Assists with the administration of the German Liberal Cemetery including responding to public inquiries, assisting customers with paperwork, and coordinating with the cemetery caretaker.
- Assists with recycling and refuse program administration, including attending quarterly meetings with Hennepin County, completing data entry and reporting, and responding to public inquiries.
- Provides basic support for IT operations, including troubleshooting minor issues and maintaining inventories of equipment, users, and software.
- Performs general administrative and clerical duties for the Administration Department, including preparing memorandums, preparing public notices and hearing materials, maintaining files, mailing documents, copying, and drafting routine correspondence.
- Supports planning community events and intra-office functions.
Provides customer service by answering phone calls and assisting in-person visitors.

OTHER DUTIES AND RESPONSIBILITIES

- Represents the City of Medina in a professional, tactful, and respectful manner when interacting with residents, staff, elected officials, and external partners.

City of Medina Position Description
ADMINISTRATIVE COORDINATOR/DEPUTY CLERK

- Maintains positive working relationships and contributes to a cooperative and productive work environment.
- Maintains confidentiality of sensitive personnel, legal, and administrative information in accordance with applicable laws and City policies.
- Attends occasional meetings, training sessions, and community events outside of regular business hours as needed.
- Serves as a public notary for City business.
- Performs other duties as assigned or apparent to ensure efficient operations of the department and organization.

HIRING AND PERFORMANCE ASSESSMENTS WILL INCLUDE THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of general municipal operations, City policies and procedures.
- Knowledge of, and skill in, the correct use of English in business writing.
- Knowledge of guidelines/practices related to records retention.
- Knowledge of data privacy and open meetings law requirements.
- Knowledge of Minnesota election laws.
- Knowledge of human resource compliance laws.
- Skill to communicate with a variety of individuals and handle a variety of customer service situations.
- Skills in the operation of computers and pertinent software packages.
- Ability to work independently and plan, organize and prioritize work tasks.
- Ability to prepare work results with completeness and accuracy.
- Ability to handle interruptions and concentrate on the task at hand.
- Ability to handle multiple ongoing tasks and complete work in a timely manner.
- Ability to occasionally lift, move and/or carry files, deliveries, and storage boxes.
- Ability to use various office equipment.

Machines, tools, and equipment used: City or personal vehicles, computers, copier, fax, scanners, postage machine, multi-line phone system, election equipment, and various other office tools/equipment. Ability to operate general Microsoft applications and other municipal software programs.

MINIMUM QUALIFICATIONS

- Associate's degree in public administration, business administration, political science, or related field.
- One-year of general administrative experience involving public service, coordinating files, facilitating projects, and processing technical documents.
- Be a notary public or acquire within six months of hire
- Valid Minnesota driver's license or ability to obtain one prior to start date.

DESIRABLE QUALIFICATIONS

- Experience in municipal government.
- Experience in election administration.
- Minnesota Municipal Clerk Certification.

WORKING CONDITIONS

Most work is performed indoors at the City Hall building. The exception is trips to training, other City property, and community events. Generally, the position requires light lifting, usually less than 10 pounds, with up to 50 pounds on occasion. Aside from cleansers for cleaning office workspace, no hazardous materials or chemicals are used on this job.