

UTILITIES OPERATIONS COORDINATOR

Job Code	Pay Grade
17224	CL17

Nature of Work

This is responsible professional and technical work supporting compliance with and administration of departmental program operations, coordination, and services in Utilities. Responsibility may include providing guidance to technical, clerical/accounting, volunteer, and other personnel engaged in various support activities. An employee in this classification may relieve the manager or department head of designated administrative details by assisting with budget preparation and management, personnel administration, departmental service programs and conducting special studies. Work includes planning, monitoring and reviewing the work of personnel engaged in customer service, information systems planning, and related administrative departmental operations. This position requires thorough working knowledge of departmental programs, procedures and policies, and entails the exercise of extensive initiative and independent judgment. Work is performed under the general supervision of the director or designee with considerable independent judgment exercised in carrying out the daily operations. The position reports to the department manager, supervisor, or designee.

Minimum Qualification Requirements

- Management and administrative training combined with 6 years of responsible work experience in coordinating, staffing, training, and monitoring compliance for production operations with a large corporation, agency, industrial complex, commercial operation, major construction program, or complex projects that include team leader or supervisory training; or
- Associate's degree in information technology, business, public administration, or other related field and 4 years experience as described above; or
- Bachelor's degree and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to obtain and possess certification in designated areas according to area of assignment.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

• Illustrative Tasks (These are examples and are not all inclusive.)

- May assist manager in supervising professional, supervisory, accounting, and clerical personnel engaged in support activities such as records maintenance, budget preparation and administration, payroll, departmental services programs, purchasing, property inventory control and personnel management.
- Assist with budgeting and fiscal operations of the department.
- Provides support to special projects as assigned.
- Administers and assists in developing leasing contracts.
- May be responsible for asset acquisition and inventory control.
- Supervises and participates in special studies, surveys and the collection of information on difficult operational and administrative problems; prepares reports recommending solutions or courses of action.
- Supports the automation of office systems, procedures, programs and equipment; evaluates office automation systems and equipment needs; coordinates with other department personnel regarding hardware and software needs; coordinates installation and operation of same.
- May be department contact for minor technical application or equipment problems.
- May design special graphics for implementation in departmental presentations, brochures for customers and internal staff, and other special programs and projects.
- Coordinates and provides intra and interdepartmental liaison functions.
- May assist in coordinating personnel activities for assigned department to include training issues for special projects and assignments.

UTILITIES OPERATIONS COORDINATOR (continued)

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Illustrative Tasks (continued)

- Coordinates the activities of volunteer personnel as needed within the section or department.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of public administration principles and practices.
- Knowledge of accounting practices and procedures with the ability to apply such knowledge to accounting transactions.
- Knowledge of modern techniques, methods, procedures, principles, and practices of all phases of personnel, finance, and business administration, as applied in a large organization and the ability to apply them.
- Knowledge of office automation, data processing principles and practices.
- Knowledge of the laws, rules, and regulations controlling budgetary fiscal recordkeeping.
- Knowledge of the principles and procedures of governmental budget preparation.
- Ability to instruct, place, review, and evaluate subordinate personnel.
- Ability to plan, supervise, coordinate, organize, and inspect specialized departmental projects, programs, and activities.
- Ability to prepare written reports, estimates, and cost records.
- Ability to analyze and solve routine administrative problems and to render advice and assistance to management.

For official use only

Revised	EEOC Code	Overtime Code
11/10	Professionals	Classified