



## **Agenda Coordinator**

**Category:** Exempt  
**Pay Grade:** E17  
**Job Code:** 11330

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs professional and administrative level work coordinating and publishing the agendas for Board of County Commissioners (BCC) meetings. The position organizes, coordinates, and collaborates with executives and officials on county business in order to establish and structure the county's most important meetings and executive deliberations. The position facilitates timely, efficient, and effective action on the most important and essential county government business activities. The position assures availability of executive materials covering both special and day-to-day business topics, agendas, policy deliberations and the continuum of county government administration vital to support the conduct of business in county government. The position trains staff in the use of agenda automation software and maintains guidelines for agenda preparation. The position interacts with high ranking officials, executives and others to manage the flow of regular and special county BCC Board Meetings as directed by the county administrator, officials and managers. The position acts independently due to the level of executive interaction required and the extremely broad scope of activities to which attention must be given. The incumbent reports to the Special Assistant to the County Administrator and supervises staff who assist with agenda coordination.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Assesses and coordinates key administrative support to the county's top officials, managers and administrators;
- Plans and schedules a wide spectrum of meetings ensuring compliance with requirements for public notice, attendance, records, reports, and other complex planning and follow-up;
- Communicates meeting plans and agendas to senior officials, executives, and the public;
- Coordinates agenda items and delegated items under the County Administrator's authority and ensures items are properly reviewed in a timely manner;
- Reviews each agenda item individually for errors and to ensure consistency;
- Creates board agenda items;
- Creates meeting agendas and ensures posting of agendas and backup materials for top officials and the public;
- Coordinates and interacts with officials to ensure efficient and effective meetings;
- Coordinates locations and setup of offsite board meetings, and assists with coordination and production of other special events;
- Coordinates presentations and proclamations at board meetings in consultation with the Chairman's office;
- Facilitates exchange of information, reports, memos, correspondence and other information;
- Serves as an important resource for past history and information related to county government;
- Initiates and carries through to complete special programs to coordinate agendas for meetings;
- Obtains and delivers a wide range of information and reports on a variety of subjects;
- Maintains close contact with senior level officials and other contacts;
- Coordinates administrative activities between departments;
- Serves as an important source of information for county policies, procedures, operations and activities;
- Maintains and regularly distributes agenda item forecast;

- Serves as key point of contact for agenda automation software provider, corresponding regularly to stay abreast of updates and issues;
- Prepares and delivers presentations to staff about agenda automation software, trains staff on use of software, assists with agenda item preparation, and troubleshoots issues;
- Maintains written guidelines for agenda preparation as reference for staff;
- Meet regularly with BCC staff and website managers regarding Boards, Councils, and Committees and ensures appointment items are placed on meeting agendas;
- Meets regularly with agenda automation committee;
- Works with Marketing and Communications to ensure meeting audio/visual needs are met;
- Attends meetings to assist with setup and training presenters in use of technology;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Five (5) years of progressively responsible public or private sector administrative business coordination, paperwork management, responsibility for detailed information, and activities support related experience in federal, state, county, municipal, or corporate environments including lead worker or supervisory training; or an Associate's degree in public administration, business or related field and three (3) years of experience as described above; or a Bachelor's degree and one (1) year experience as described above, or an equivalent combination of education, training, and/or experience.

#### **Special Qualifications (May be required depending on area of assignment):**

- 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.
- Other knowledge, skills, abilities, and credentials required for a specific position.

#### **Knowledge, Skills and Abilities:**

- Knowledge of modern business methods and procedures applicable to large public sector and/or large private sector governing bodies and organizations;
- Knowledge of public administration techniques and principles and practices;
- Knowledge of laws, rules and regulations applicable to county government;
- Knowledge of spelling, grammar, and style guidelines;
- Knowledge of communications and public information methods and practices;
- Ability to plan, organize, coordinate, and provide support to multiple groups to achieve complex organizational goals and objectives;
- Ability to apply computer applications and software;
- Ability to analyze and solve administration problems and effectively recommend solutions to administrative problems;
- Ability to present oral and written comments and recommendations clearly and concisely;
- Ability to make sound independent judgments on administrative assignments;
- Ability to maintain cooperative working relationships with officials, managers, staff and the public;
- Ability to research and obtain information necessary for legislative and manager decisions;
- Ability to record and edit video and shoot photos.

### **PHYSICAL/MENTAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.

- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.