

Franklin County, Kansas Job Description

Title: Executive Coordinator	Grade: 20
Reports To: HR Director	FLSA: Non-Exempt
Department: Administration/Tourism	Modified Date: 05/22

JOB SUMMARY:

Under the guidance of the County Administrator and supervision of the Director of Human Resources, this position manages tourism and other HR and administrative projects. Duties include, but are not limited to, tourism budget and activities, Visitor Information Center volunteers, social media content, employee recruitment, and retention, analyzing and administering employee benefit programs, expediting and processing requests, maintaining confidential records, and executing policies and procedures. Work requires the exercise of a high degree of initiative, independent judgment, and discretion. This position has a broad scope of responsibility working with a high level of sensitive and confidential matters. This individual must be detail-oriented, possess exemplary customer service and communication skills, be well organized, have excellent problem-solving abilities and have a high degree of confidence.

ESSENTIAL FUNCTIONS:

- Assists in Management of the Tourism Department/Visitor Center (VIC), and marketing/advertising budget; Assists in management of the Transient Guest Tax (TGT) Sponsorship Program as needed, creates VIC volunteer schedule, reviews and authorizes all expenditures and bill pay for VIC.
- Helps maintain the tourism portion of the website, distributes monthly volunteer newsletters. Develops and maintains a positive relationship with the VIC volunteers, coordinates their space and needs as appropriate.
- Provides professional assistance to staff and citizens; analyzes, prioritizes and efficiently expedites requests from the public;
- Performs routine clerical and administrative work in answering phones, receiving the public, and providing customer service. Responds to inquiries from citizens and refers to appropriate person when necessary;
- Provides administrative support in the development and monitoring of the annual budget by collecting and providing information, preparing fiscal reports, and maintaining records of inventories and supplies, etc.;
- Performs event management duties: organizes, schedules, plans, budgets, and implements events held for and on behalf of Franklin County or its employees;
- Drafts and posts regular agendas for Commission Meetings;
- Oversees purchasing of office supplies and equipment, processing and reconciling invoices, revenues and deposits. Maintains spreadsheet of expenses and receipts;
- Serves as back-up to Payroll & Benefits Specialist and HR Director by assisting with payroll, recruitment, filing and benefits administration;
- Assists with creating and maintaining internet and intranet Human Resources pages; utilizes current software programs to facilitate communication internally and to other County departments; assists with creation and publication of County newsletter; serves as department liaison with the Information Technology Department;
- Receives and distributes incoming mail to county departments;
- Composes, types, and edits a variety of correspondence, reports, and other materials requiring judgment as to content, accuracy and completeness;

- Attends FCDC board and executive board meetings and composes, types and distributes meeting minutes;
- Assists employees and supervisors with basic interpretation of HR policies and procedures; provides assistance in resolution of personnel issues;
- Researches, compiles and responds to various reporting requirements, audits, and requests, to include but not limited to, ACA, EEO4, professional surveys, Medicare Disclosure, Worker's Compensation, etc.;
- In conjunction with supervisory staff, assists Director in updating job descriptions, delivering employee training, open enrollment, staff development and in-service sessions;
- Processes insurance claims (life, unemployment, work comp, liability, property, etc.); advises the County Administrator and Human Resources Director on all insurance matters, as requested;
- Coordinates the Employee Performance program; prepares correspondence and tracking reports, ensures all employees have reviews on schedule;
- Assists with the implementation and maintenance of various HR projects/programs as established by the Director—Employee Service Awards, Wellness Committee, Safety Committee, etc.;
- Oversees the duties and responsibilities of the Human Resources Department in the absence of the Director and the Payroll & Benefits Specialist;
- Performs other related duties as required or assigned.

SECONDARY FUNCTIONS:

- May serve on a variety of employee committees.
- Serves as a Notary Public.
- Performs other related duties as required.

SUPERVISORY FUNCTIONS:

- None.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Principles and processes for providing exemplary customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction;
- Principles and practices of public administration, government organizations, and basic accounting;
- Modern office practices and procedures.
- Website development, social media, Microsoft Office and Adobe products;
- Working knowledge of current human resources best practices; general office maintenance and practices; filing systems (alpha and numeric);
- Public accounting and/or bookkeeping principles, laws surrounding payroll administration, to include FLSA, processing compensation, taxation, benefits and other deductions, etc.;
- Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems;

SKILL IN:

- Performing and prioritizing multiple tasks seamlessly with excellent attention to detail and little or no supervision;
- Human relations and interpersonal communications, including the ability communicate effectively with a wide variety of different parties under stressful conditions and time-demanding situations;
- Project management, including organization, coordination of duties, and/or accomplishment of goals.
- The exercise of a high degree of initiative, independent judgment and discretion;
- Public speaking and presentations.

ABILITY TO:

- Manage multiple, concurrent projects and establish and meet deadlines;
- Initiate work, work independently and without instruction or supervision;
- Use critical thinking and professionalism to resolve problems and manage conflict effectively; lead minor employee relations investigations;
- React appropriately under pressure, handle and balance multiple demands at one time, work with frequent interruptions and perform duties and tasks with limited errors and a heightened attention to detail;
- Learn, remember and interpret a wide variety of information to include laws, County and departmental policies, etc.;
- Organize, read, analyze and interpret information; construct accurate and timely responses;
- Make administrative decisions and use good judgment in dispensing information to individuals;
- Maintain strict confidentiality related to personnel, HR and administrative information;
- Communicate effectively, verbally and in writing, in a tactful and diplomatic manner that demonstrates exceptional customer service;
- Perform a variety of clerical and administrative work;
- Operate standard office technology to include office productivity software (Word, Excel, payroll specific software, etc.), standard office technology (copier, fax, etc.) and website administration (internet/intranet);
- Develop effective working relationships with colleagues, County officials and the public.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Must possess a valid driver's license at time of hire; obtain and maintain valid Kansas driver's license within six (6) months of hire;
- SHRM-CP, PHR, SHRM-SCP or SPHR, IPMA-HR-CP, or IPMA-HR-SCP certification preferred.

REQUIRED EDUCATION/OR EXPERIENCE:

- Associate's degree from an accredited college or university in Human Resource Management, Business, Public/Business Administration or a related field;
- OR one or two years related experience and/or training;
- OR equivalent combination of education and experience.

PREFERRED EDUCATION/OR EXPERIENCE:

- Bachelor's degree from an accredited college or university in Business, Communications, Marketing, Human Resources, Public/Business Administration or a related field;
- OR three to four years related experience and/or training;
- OR equivalent combination of education and experience.

PHYSICAL CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear;
- The employee will occasionally have to lift heavy objects up to 50 lbs. in weight;
- The employee is frequently required to sit and use hands to finger, handle, or feel;
- The employee is occasionally required to stand; walk; reach with hands and arms;
- Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.