



CITY OF OKEECHOBEE

JOB DESCRIPTION

AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: GENERAL SERVICES COORDINATOR

Department:	General Services	Type:	Full-Time
Department Head:	City Administrator	Salary Range:	\$44,672.79 – \$50,256.89, DOQ
Supervised by:	General Services Director	Opening Date:	June 2, 2026
Supervision Duties:	None	Closing Date:	Open Until Filled
FLSA Status:	Non-Exempt	Union Status:	N/A

The job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. The duties and 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 essential functions.

NATURE OF WORK:

Responsible high level and complex secretarial, administrative and technical duties of varied nature in the coordination and operation of the office of the General Services Department and oversight of the facilities in the Public Safety Building. Provides as Assistant to the General Services Director. The position requires initiative, discretion and independent judgement. Deals with general routine matters regarding established policy; all other related work as required.

1. ESSENTIAL FUNCTIONS

A. Administrative Support

- 1) Composes routine correspondence and memorandums for Supervisor's approval.
- 2) Performs general office duties such as typing and proofreading correspondence, distributing or filing official forms, scheduling appointments and meetings, preparing travel arrangements, and collecting fees.
- 3) Assisting with receiving, screening and routing calls, mail and visitors.
- 4) Receives inquiries and complaints from public, resolves if possible or refers to the appropriate official.
- 5) Maintains Department files of records, correspondence and reports including confidential material.
- 6) Assists other Staff with various projects as assigned.
- 7) Performs a variety of secretarial duties that require initiative, discretion and independent judgement.
- 8) Coordinates janitorial cleaning contract with vendor, including inspections, reporting changes to schedule(s), complaints, and resolving issues with service.
- 9) Coordinates monthly and annual cleaning and servicing for air conditioning systems within City Hall and the Public Safety Building with vendor, handling complaints, equipment failure, and resolving issues.
- 10) Coordinates the lease contract for the City Hall copier and postage equipment, supplies for the equipment (toner, ink, copier paper, labels, all USPS mailing supplies/forms for use by all City offices); coordinates training as appropriate when new equipment is installed; coordinates the reporting of issues, complaints, maintenance and repairs of equipment.
- 11) Schedules maintenance and required inspections for City Hall lift with appropriate State agency.
- 12) Completes records management inventory for planning and zoning files and minute packets within the General Services Department, transferring records to the City Clerk's Office for retention.
- 13) Research and completes zoning and land use classifications for all Business Tax Receipt applications and alcohol sales applications for Director's signature.
- 14) Cross trained to serve as back-up to the General Services Staff and in absence of City Clerk's Staff.
- 15) Serves as Notary Public providing service to the City and the public.
- 16) Work and attend City functions (tree lighting, parades, special events, etc.).
- 17) Submit requests for repairs and maintenance of office including equipment and furniture.
- 18) Schedule any needed maintenance for City Hall and the Public Safety Building.
- 19) Performs other duties and special projects assigned.
- 20) Maintains City-wide vendor list for bids/proposals.
- 21) Receives and distributes to appropriate departments/staff emails from the website.

- 22) Operates and maintains electronic meeting equipment in Council Chambers for all Planning Board/Board of Adjustment/Design Review Board and Technical Review Committee meetings including, but not limited to, exhibit display and recording equipment.

B. Assisting to the Duties of the General Services Director

- 1) Attends meetings of the Technical Review Committee (TRC), Planning Board/Board of Adjustment/Design Review Board (PB/BOA/DRB), taking minutes of record and preparing official minutes for approval, distributes to appropriate Staff members and files.
- 2) Processes Petitions and Applications for items to be scheduled before the TRC and PB/BOA/DRB; coordinates the monthly advertising/notices with appropriate Departments for publishing and website.
- 3) Schedules monthly meetings, prepares and distributes TRC and PB/BOA/DRB agendas and supporting documentation for Committee Members, Petitioners, Applicants, and the press.
- 4) Keeps abreast of ordinances, resolutions, policies and procedures, conducts research for review by Supervisor.
- 5) Reviews and submits Department website content.
- 6) Maintains Department inventory and records of items.
- 7) Perform fiscal duties such as preparing Department accounts payables for review/approval by Supervisor/Department Head, making expenditures, obtaining quotes/bids for services or products for the Department. Prepares monthly Department detail budget report for review.
- 8) Coordinates all bid openings, including Requests for Qualifications and Requests for Proposals with appropriate Department Head(s); including but not limited to scheduling the use of the Council Chambers for pre-bid meetings, bid openings; coordinates the monthly advertising/notices with appropriate Departments for publishing and website; notifying vendors of proposed bid opportunities.
- 9) Attends all pre-bid meetings and openings; documents attendance and assists with review of bid materials; provides notice of bid information to Departments for appropriate public notices.
- 10) Assists in scheduling and coordinating the review and/or approval of various types of plans, reports, and/or inspections relating to building and zoning matters with all appropriate Departments.
- 11) Performs research and compiles reports related to responsibilities of the General Services Department.
- 12) Creates and updates forms and checklists.
- 13) Assists in the performance of detailed administrative work.

2. QUALIFICATIONS

A. Knowledge of:

- 1) Principles, practices, and methods of office procedures.
- 2) Modern office systems and technology including a personal computer, Windows 10, Microsoft Office with proficient knowledge of Word, Excel, PowerPoint, Outlook and Publisher.
- 3) Proficient in setting up, coordinating, and managing electronic meeting formats, including Zoom and Team meetings.
- 4) Operating multi-line telephone systems and various other office equipment.
- 4) Business letter writing, email communications, and report preparations.
- 5) English usage, spelling, grammar, and punctuation.

B. Ability to:

- 1) Touch type accurately and efficiently.
- 2) Spell and use correct grammar.
- 3) Speak calmly and distinctly in stressful situations.
- 4) Multi-task in stressful and normal situations; organize all duties assigned.
- 5) Hear and distinguish the spoken word at ordinary auditory thresholds.
- 6) Control personal emotions and reactions.
- 7) Communicate effectively, orally and in writing with the public, elected officials, Department Heads, other employees of the City and employees of other governmental agencies.
- 8) Apply good judgement, to effectively and diplomatically deal with co-workers, Supervisors, and the public, some

of whom may be irate and unreasonable.

- 9) Perform job responsibilities in a timely manner to meet scheduled deadlines.
- 10) Physically and mentally work independently.
- 11) Coordinate, delegate and negotiate.
- 12) Represent the City at public special events and projects such as career fairs, etc. May require outside office hours.
- 13) Prepare and compose letters and reports; make decisions in accordance with Departmental policy.
- 14) Display total discretion when dealing with subjects of a confidential nature, always maintaining the City's best interest.

3. MINIMUM REQUIREMENTS

A. Education and Experience:

- 1) High school diploma or equivalent.
- 2) Secretarial experience, three years preferred.
- 3) Must be able to touch type at least 30 wpm.

B. Licenses, Certificates, Additional Requirements:

- 1) Must be at least 18 years of age.
- 2) United States Citizen or a resident alien of the State of Florida.
- 3) Valid Florida Driver's License (three-year clean driving record and maintained after employment).
- 4) Must have, and maintain after employment, an active account with a financial institution for required participation in payroll direct deposit.
- 5) Pass a speed-typing test and/or clerical test administered during the interview process.
- 6) Pass pre-employment substance screening and complete physical upon being offered employment.
- 7) Pass background investigation and reference check.
- 8) Obtain Notary within 12 months of employment.

4. TOOLS AND EQUIPMENT USED:

Personal computer including word processing and accounting spreadsheet software, multi-line telephone system, fax machines, 10-key calculator, printers, scanners, copy machines, miscellaneous office equipment and accessories customarily used in an office environment.

5. PHYSICAL DEMANDS:

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.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and office equipment. The employee is regularly required to sit, walk, talk, or hear. The employee is required to use hands to finger, handle, feel or operate objects or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and smell. Requires sitting for long periods, using telephones, computers, and typewriters. As a result, employee can experience significant eyestrain and back discomfort.

Must have sufficient physical strength and ability to independently and repeatedly lift, move, and carry objects weighing up to 30 pounds and to repeatedly lift, move and carry objects weighing more than 30 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Required to drive City vehicles while on City time to make deliveries, make purchases at local businesses, and drive to training and/or education classes.

6. WORK ENVIRONMENT:

This job consists of work situations that are of a repetitive and non-repetitive nature. Many complex decisions are based on concrete and abstract variables requiring accuracy. The employee must have the ability to report for work on time and be able to work extended hours when required by Supervisors, including holidays, evenings, weekends, or any other period not included in the employee's regular shift schedule. The noise level in the work environment is usually quiet to moderate. There may be distracting background noise from multiple phones ringing and conversations.

7. WORK LOCATION AND HOURS:

City Hall, General Services Department, 55 Southeast 3rd Avenue.

40-hour, 7-day work week; Monday through Friday 8:00 a.m. to 4:30 p.m. with a 30-minute unpaid lunch break.

8. ADDITIONAL INFORMATION:

A. Evaluation Period: Successful candidates will be on an evaluation/probationary period for 6 months (or more), to allow a period for an evaluation of ability, work habits and conduct. The Department Head has authority to dismiss the new employee without notice and without cause being given.

B. Drug Testing Policy: The City is committed to providing a safe work environment for all its employees. The abuse of alcohol and drugs is a national problem which impairs the safety and health of employees and the public, promotes crime, and harms the entire community. To maintain the highest standards of morale, productivity, and safety, the City has instituted a drug and alcohol-free workplace program.

C. E-Verify: To comply with Federal and State law, the City participates in E-Verify. All newly hired employees are queried through this electron system established by the Department of Homeland Security and the Social Security Administration to verify their identity and employment eligibility. Any employment offer is contingent upon compliance for Form I-9 completion timelines and confirmation of employment authorization by E-Verify.

D. Benefits: In addition to competitive salaries and the opportunity for continuing professional development, the City offers an excellent benefits package. Our employees enjoy the many benefits of living in South Florida with its wonderful sub-tropical climate, exceptional year-round recreational opportunities, and the following benefits:

- Health Insurance (City currently pays coverage for employee and contributes toward family/spouse premiums)
- Group Life and Disability Insurance (City currently pays coverage for employee). Additional policies can be added at group rates by the employee
- Additional variety of insurances may be obtained at group rates by the employee through payroll deduction (examples are, but not limited to legal, cancer, long term illness, dental, and vision)
- Job Connected Injury Benefits
- Paid Leave Benefits
- 12 Paid Holidays
- Available Credit Union membership
- Pension Plan (City and employee contributions)
- 457 Deferred Plan (employee contribution)
- Direct Deposit Bi-weekly Payroll (mandatory participation required)

E. Veterans' Preference: Former military personnel, or their spouse, that have been verified as a "Veteran" under Florida Administrative Code Rule 55A-7.009 will receive an interview if they meet the minimum competency factors of the position. The Veterans' preference laws do not guarantee the Veteran a job. Positions are filled with the best qualified candidate as determined by the hiring Department Head.

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