



# SPECIAL PROJECTS COORDINATOR

**FLSA:** Non-Exempt  
**Job Status:** Full Time  
**Department:** Town Clerk  
**Salary:** \$38,480 to \$48,880, annually  
**Reports to:** Town Clerk

## **Summary/Objective:**

The Special Projects Coordinator is responsible for planning and coordinating special events, public information, grants and emergency events. Work is performed under the supervision of the Town Clerk. The Special Projects Coordinator must exercise considerable judgment and initiative in the performance of daily tasks.

## **Essential Duties and Responsibilities:**

***The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.***

### Document and File Management

- Assist with record retention and disposition
- Operate document imaging system and scan official records into system for document preservation

### Special Events

- Organize special events including logistical set-up, volunteer coordination, and promotion
- Develop and monitor event timelines and ensure deadlines are met
- Coordinate fundraising efforts, including soliciting donations, sponsorships, and prizes for events
- Supervise volunteers
- Create and distribute databases, flyers, notices, letters, memoranda, and any other correspondence
- Work with other departments and vendors to coordinate special event supplies and services
- Assist in planning special events annual budget and maintain spending

### Public Information and Graphic Design

- Compile, prepare, disseminate and manage information placed on all Town affiliated websites and social media accounts
- Deliver time-sensitive public alerts and communications using the Town's alert system
- Create images, logos, publications, banners, signs, and Town permit renewal stickers
- Operate professional digital camera

- Coordinate newsletter publications with public relations vendor

### Emergency Management

- Attend all meetings in reference to public safety, including EOC meetings
- Compile, prepare, submit, and manage all information required for FEMA projects
- Competency in Florida PA, Florida Grants Portal, and FEMA project worksheets
- Activates and maintains all emergency contracts and suppliers, including supplier directories
- Update and maintain Town emergency operational plan
- Provide FEMA community training and education

### Grants

- Prepare grant applications on behalf of the Town
- Perform and manage all necessary requirements for awarded grants
- Perform grant research

### **Additional Job Functions:**

- Perform general/administrative tasks such as preparing correspondence, spreadsheets and reports
- Create ADA compliant documents, website content and social media posts
- Receive and respond to phone calls and written inquiries, concerns, and complaints from the public, other Town departments and agencies as needed
- Process utilities customer payments as needed
- Assist the Community Development Department as needed
- Back up recording clerk for the Code Enforcement Board and the Parks and Recreation Advisory Committee
- Conduct internet research
- Attend mandatory meetings and/or trainings
- Perform other related duties as required

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

Knowledge of bill collection methods and procedures. Skilled in effectively assisting customers. Ability to provide courteous customer service and communicate clearly and concisely, both orally and in writing. Requires a good knowledge of office practices and procedures including filing and intricate record keeping. Requires a demonstrated ability to effectively utilize personal computer and office software such as Microsoft Word, Excel, and Outlook. Preference given for a working knowledge of Adobe Acrobat Pro, Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Munis, Tyler Cashiering, IMS, and Laserfiche. Ability to enter and retrieve data accurately into the Town databases. Ability to establish and maintain effective working relationships with employees and the general public. Ability to communicate effectively in oral and written form. Ability to manage and prioritize routine. Ability to adapt to an evolving and continually improving environment. Punctuality and regular attendance are essential functions of this position.

### **Education and Experience:**

- High School diploma/GED or possession of an acceptable equivalency diploma
- Preference given for college degree

- Two (2) years of professional, verifiable general office experience

**Minimum Qualifications to Perform Essential Functions:**

- Requires the ability to review, compare and/or analyze data (printed and numerical)
- Requires efficient knowledge of Microsoft Excel, Word and Outlook
- Ability to create a variety of correspondence with accuracy
- Requires the ability to add subtract, multiply and divide

**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. The work environment characteristics described 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.*

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk and stand. The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus. Ability to sit at a desk and view a display screen for extended periods of time. Ability to enter data at a prescribed rate of speed. Ability to access, input and retrieve information from a computer.

**Work Environment**

*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.*

Work is generally performed inside an office environment with a quiet noise level. Tasks are commonly performed without exposure to adverse environmental conditions, i.e. Dirt, cold, rain, fumes.

**Special Requirements:**

- Availability to work overtime during evenings and weekends for special events
- Serves as essential personnel during natural or man-made disasters and emergencies

**The Town of Lake Clarke Shores, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The Town values the service veterans and their family members have given to our country and supports the hiring of returning service members and military spouses. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Other duties may be required and assigned.**

**The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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**This job description has been updated and approved on July 9, 2021.**

The employee's signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_