



ORGANIZATION: City of Lincoln City  
JOB TITLE: Explore Lincoln City Financial Coordinator  
FLSA STATUS: Non-Exempt, Grade 8  
UNION: AFSCME  
UPDATED: January 2022

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PURPOSE OF POSITION: Perform a variety of highly responsible, confidential and complex administrative and technical (financial, marketing) tasks in support of Explore Lincoln City.

ESSENTIAL JOB FUNCTIONS:

Provide Office Management/Coordination duties, including: inventorying, maintaining and ordering all office supplies; managing subscriptions and memberships, monitoring and approving account balances in post office bulk mail permit and postage system. Support department and director in bidding out and arranging necessary repairs or upgrades to ELC facilities and systems

Conduct purchasing, requisition and receipting activities for the department, including following proper procedures for requesting checks and payment, approving invoices and gathering receipts to support purchases. This includes following up with staff to ensure timely payment to vendors. This also includes receiving and tracking revenue from events, preparing deposits and delivering to Finance and maintaining accurate records. Budget allocation, coding and reconciliation.

Create and publish Requests for Proposals for any and all vendor relationships and handle contract creation and compliance, including RFP's for the glass float and glass art programs and other programs that already exist or are developed in the future.

Set-up and maintain administrative files and record keeping systems. File and retrieve documents as necessary. Acts as Records Management and Database Coordinator for the Explore Lincoln City.

Provide back-up reception to the front desk of Explore Lincoln City by providing a friendly and knowledgeable front desk presence for Explore Lincoln City. This includes using excellent customer service skills and good judgment when answering telephone, greeting visitors, responding to inquiries, providing information to the public and/or referring to appropriate staff. Take messages and document inquiry sources.

Use Microsoft Word and Excel and other City programs and systems hosted internally or externally (such as Kronos, Minutetraq and PCard Works) to perform job duties. This includes using the City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties in an effective and efficient manner. Assist with prep and distribution of City Council communications.

Maintain professional, respectful, productive and cooperative working relationships with City staff, other organizations and the general public. Model the highest level of professionalism as a member of Explore Lincoln City.

**THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.**

Provide ELC-related committee support by scheduling meetings and preparing agendas and minutes.

Assist with marketing research and analytics.

Provide support for ELC sponsorships and grants, including tracking budgets, collecting reports and filing required paperwork.

Follow all safety rules and procedures for work areas. Corrects and/or reports unsafe conditions to appropriate personnel.

Maintain and understand the importance of confidentiality concerning all matters related to Explore Lincoln City.

Drive City owned vehicles.

Perform other related duties as assigned.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate, for example Marketing Manager, Marketing & Event Coordinator and Public Relations Coordinator. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

**MANDATORY REQUIREMENTS:** High School education or equivalent supplemented by two years education or training in public administration business, communication, legal, or other relevant education and three years performing administrative, legal assistant, project management, program management or other related experience or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties. Advanced knowledge of administrative practices and processes in an office environment including, business English, composition word processing and spreadsheet software. Must also possess excellent research and report composition and preparation skills and have experience managing projects independently. Must have experience managing/handling confidential information. Excellent organizational, time management, ability to handle changing priorities follow through attention to detail and multi-tasking skills is required. Intermediate to advanced computer skills and ability to operate standard office equipment. Must also have excellent written and verbal communication skills and a demonstrated ability to present a professional demeanor and provide excellent customer service at all times. Ability to learn quickly and adapt to a changing environment with agility.

**SPECIAL REQUIREMENTS/LICENSES:** Oregon Drivers License with good driving history.

**DESIRABLE REQUIREMENTS:** Experience working in the public sector. Experience in a finance-related field. Proficiency in statistical analysis.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit for extended periods, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility, the visual acuity necessary to view a computer monitor and documents. Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 80% of the work period while operating equipment such as computer keyboard, telephone and other standard office equipment.

**WORKING CONDITIONS:** Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions and background noises.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel on department policies and practices.

**SUPERVISION RECEIVED:** Works under the general supervision of the Explore Lincoln City Director.