Safety Service Department

Safety Service Coordinator

Mayor Pamela Bobst

Reports To: Safety Service Director  Salary: D.O.Q.
Shift: 8:30 A.M. to 4:30 P.M. Monday through Friday  FLSA Status: Exempt

Position Overview:
The Safety Service Coordinator performs project coordination and management, consolidated purchasing and reporting duties in the Safety Service Director’s office, provides administrative support to the Safety Service Director, coordinates the assistance with utilities, and manages miscellaneous meetings. The Safety Service Coordinator also supervises two receptionists, and performs various miscellaneous duties as required. The Safety Service Coordinator uses standard office equipment including but not limited to the City’s telephone system, computer, scanning devices, as well as postage, copier and fax machines. He/she also helps with building security system equipment and citywide notification system. The work is performed in a typical office environment where the employee is not generally exposed to adverse environmental conditions.

Duties:
Project Coordination & Management
- Administers security system and mass notification system for City Hall*
  o Participates in training activities to maintain current knowledge of systems features
  o Installs/removes/modifies routine system features and key fobs for door security
  o Maintains City’s roster of telephone numbers and users
  o Administers Ready Notify system and, maintains emergency lists acts as County liaison for City regarding use, problems and solutions
- Coordinates infrastructure rehabilitation process
  o Attends construction meetings
  o Creates mailings for residents and businesses
  o Provides accurate information to the public via electronic messaging system
- Prepares grant applications
  o Attends meetings regarding grant requirements
  o Creates bid specifications
  o Follows reporting requirements
- Coordinates projects, meeting notes, and legislation presented to City Council
  o Meets with Engineer, Building Commissioner and Safety/Service Director to coordinate information
  o Creates legislation and exhibits to add to Codified Ordinances
- Coordinates various programs for residents such as the Apron Snow Plowing List, Free Tree Lawn Tree Program, Block Parties, Runs/Races, emergency contact lists
- Coordinates Safety Committee meetings and notes for the Service Department
- Monitors and issues solicitation permits and “no solicitation” stickers
- Coordinates the City’s Fleet List for insurance, re-call, and EPA purposes
- Manages the Gas Pumps/Gas Tank Fire Marshal’s Operational Compliance requirements
2. Purchasing
   • Assists Director in purchasing services, goods and equipment used by City departments*
     o Coordinates City office supply vendor (through State); works with Director on all state co-op purchases and works with all departments for creating bidding specifications and request for proposal packets
     o Researches, collects and organizes information regarding costs and features of various goods and services
     o Communicates with representatives of various service and goods providers
     o Assists Director in comparing costs and specifications, makes recommendations regarding purchase of same
     o Completes routine paperwork to purchase goods and services; prepares requisitions, purchase orders, correspondence and ordinances as needed
   • Coordinates the city printing contractor(s), designs, orders and annual garbage/recycling calendar and various public service documents, mailers, and information for website
   • Assists in Bidding procedures for services, goods and equipment needed by all City departments*
     o Types, copies, collates, compiles and distributes various documents involved in bidding process
     o Provides or mails bid packages to potential bidders as requested
     o Attends bid opening, records bids, and collects/returns bid bond checks from bidders
     o Prepares and distributes ordinances to authorize successful bids
   • Assists Police Department in periodic City auctions and sells City vehicles through public bidding
     o Coordinates publications of notice and lists of auction items
     o Prepares ordinances to approve sales to successful bidders
     o Notarizes titles of vehicles sold through auctions
   • Assists Building Department with unkempt properties
   • Manages the City petty cash fund

3. Administrative Support
   • Performs routine office procedures including filing, typing, scanning, faxing, copying, completing routine forms, processing form letters, issue mass mailings, creating and maintaining excel spreadsheets and processing mail*
   • Answers telephone and responds to citizens who call or visit Safety/Service Director’s office*
     o Screens call to assess purpose of call or visit and directs call/visit to other departments as needed
     o Responds to questions/concerns from citizens regarding City operations and department services; researches requests as needed
   • Resolves concerns and complaints from difficult citizens; seeks Director’s assistance as needed
   • Coordinates all insurance related incidents (damages, injuries, etc.) for the public and employees*
   • Coordinates disciplinary hearing meetings for Director*
     o Schedules and attends hearings
     o Records minutes, types, prepares and distributes minutes and Director’s findings as needed
   • Maintains annual schedule of department activities and priorities*
     o Monitors expirations of renewable contracts and initiates renewals as needed; prepares ordinances for same
     o Monitors various services and items that need to be renewed annually via bid format
- Coordinates Safety/Service Director’s schedule; coordinates requests for appointments/meetings*
- Manages record retention schedule and inventory for the Safety Service Department

4. **Supervision**
- Schedules Receptionists to staff information window to provide consistent service*
- Assigns work to Receptionists to coordinate assistance with various projects and reports*
- Provides direction and guidance to assist subordinates’ completion of tasks*
- Provides/coordinates orientation/training for Receptionists*
- Performs Receptionists’ duties as needed to ensure efficient staffing of information window*
- Maintains various employee records including attendance and leave usage*

5. **Reporting**
- Prepares various monthly and annual reports including but not limited to: Petty Cash, Attorney General’s report, MS-4 Environmental Protection Agency report, Backflow Prevention Testing, Capacity Management Operations Manuel, BUSTR, Safety Service Annual Report and the Annual County Recycling Report*

* Denotes essential function of the job

**Minimum Qualifications:**
- At least five (5) years of previous experience in an administrative position including project coordination and management experience or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job.
- Post-high school education, associate’s degree or certification in office management or bachelor’s degree preferred.

Position will be posted until filled. Applications may be obtained at http://s500873721.onlinehome.us/hr_docs/employment_application.pdf or at Rocky River City Hall. Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

Michael T. Greco, Director
Human Resources Department
City of Rocky River
21012 Hilliard Boulevard
Rocky River, OH 44116

The City of Rocky River is an Equal Opportunity Employer