



# Agenda Coordinator

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
AGENDA COORDINATOR	0190	B20	\$48,158 - \$77,477

## GENERAL DESCRIPTION

Performs highly advanced (senior-level) professional assistance work related to the agenda process for open meetings and/or hearings, involving coordinating high-level administrative operations of an agency's open meetings, hearings, and/or executive sessions. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment

## EXAMPLES OF WORK PERFORMED

Prepares and edits agendas for open meetings and/or hearings and publishes them as required by law.

Prepares, reviews, and finalizes meeting notices, agendas, legal documents, etc. related to open meetings and/or hearings.

Coordinates the preparation, review, and distribution of legal documents related to agendas for open meetings and/or hearings.

Maintains files and documents related to agendas for open meetings and/or hearings.

Reviews administrative practices and assists in formulating policies as appropriate.

Participates in the research and analysis of legal sources, rules, and regulations related to the agenda process for open meetings and/or hearings.

Develops, reviews, implements, interprets, and communicates administrative policies, procedures, standards, and methods regarding the process for open meetings and/or hearings.

Provides administrative and technical assistance to the general public, agency staff, and government and elected officials regarding processes for open meetings and/or hearings; explains and supplies information regarding agenda processing, policies, and procedures.

Provides guidance regarding posting requirements and processes for open meetings and/or hearings.

Assists in planning or preparing reports, correspondence, studies, forms, manuals, and publications.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in administrative support work. Graduation from an accredited four-year college or university with major coursework in business administration, public administration, or a related field is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of accepted business practices and procedures; applicable rules, regulations, and policies; and related legislative and legal practices and procedures.

Skill in the use of standard office equipment and software.

Ability to handle high-level administrative issues; to analyze and solve work-related problems; to respond to public inquiries in a timely manner; to implement administrative and technical processes and procedures; to interpret applicable laws, rules, regulations, policies, and procedures; to communicate effectively; and to provide guidance to others.