



JOB TITLE:	MARKETING COORDINATOR	DIVISION:	DISTRICT - MARKETING AND COMMUNICATIONS
REPORTS TO:	DIRECTOR OF MARKETING AND COMMUNICATIONS	EEO CATEGORY:	06 - CLERICAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	REPRESENTED	LOCATION:	SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under general supervision, provides responsible, varied and office administrative assistance for management and professional staff and performs related work as required. Responsible for tracking accuracy of the department's annual budget and general oversight of the District's bus signage and the transit ticket book programs. This position requires strong organizational and follow-up skills and the ability to work on many projects. Requires the use of initiative, independent judgment, tact and discretion, particularly when working with District management staff, members of the Board of Directors or representatives of other organizations to exchange information and explain policies and procedures.

Essential Responsibilities

- Prepares a wide variety of correspondence, documents, financial statements, reports and other material using personal computers; may include information for the Board of Directors and various committees
- Reviews finished materials for completeness, accuracy, compliance with policies and procedures, and for correct English and grammar usage
- Receives and screens telephone calls and visitors; provides factual information, which may require the use of judgment or the interpretation of policies and procedures
- Maintains department's budget, including issuing purchase orders and requisitions for payment, tracking expenses, verifying payment and auditing annual expenditure reports for accuracy
- Ensures accuracy of District's transit signage program, including identifying affected signage, updating signage, proofreading signage, ensuring signage is posted in a timely manner and maintaining office records related to the program
- Maintains transit ticket program, including maintaining the delivery/inventory computer program, filing and tracking sales and reconciliation reports, contacting vendors regarding payment and/or sales issues, and filing final series reconciliation reports in preparation for final audit
- Completes projects accurately from brief oral or written instructions
- Works closely with others so that assigned correspondence and projects are completed in a timely manner, including keeping appropriate staff apprised of project status and activity
- Organizes and maintains department files, records and databases



- Conducts and independently carries through a variety of assigned special projects related to the activities of the department
- Provides administrative support to the Marketing and Communications department staff
- Performs other duties as assigned
- Know and follows the safety and health rules and safe working practices applicable to the job
- Regular and reliable attendance and performance are required

Required Knowledge, Skills and Abilities

Working knowledge of:

- Standard office administrative practices and procedures, including business letter writing and the operation of common office equipment
- Record keeping, report preparation and filing methods

Ability to:

- Organize work and establish priorities to meet critical deadlines with a minimum of supervision
- Use tact and discretion in establishing and maintaining effective, productive, cooperative working relationships
- Use correct English usage, including spelling, grammar, punctuation and vocabulary
- Provide varied secretarial and office administrative assistance to one or several managers, supervisors or others (this position provides administrative support to the Marketing and Communications department)
- Organize and maintain a variety of files, records and databases
- Research, compile and summarize a variety of informational materials and prepare periodic or special reports
- Compose business correspondence and complete projects from brief oral or written instructions
- Use sufficient speed and accuracy using Microsoft Word on personal computers to meet the department's production requirements
- Operate other Microsoft Office computer software programs, including Excel, Outlook and Access
- Rapidly learn the functions and activities of the District and the administrative entity to which assigned

Minimum Qualifications

Education and/or Experience:

A combination of college level training and position related experience equivalent to:

- A minimum of two years recent confidential and administrative experience performing a variety of duties, including two years advanced word processing experience using Microsoft Word and Excel
- Experience using Microsoft Access and/or graphic software is desirable
- Previous experience in customer service is desirable

**Required License:**

Must possess and maintain a current, valid California Driver's License and a satisfactory driving record. Operates District Vehicles on a regular basis.

Physical Requirement:

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. May lift up to 25 pounds (to box and lift files for storage). Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.