

**City of Liberty****Job Title:** Administrative Coordinator**Department:** Administration**Reports To:** City Administrator/Deputy Administrator**Job Type:** Full-Time**Pay Rate:** \$43,000 - \$48,500 based on experience

Position Overview:

The Administrative Coordinator plays a key role in supporting day-to-day operations at City Hall. This position requires a highly organized and adaptable individual who can assist with business license processing, support economic development efforts, provide coverage in the Water Department, and help plan and coordinate city events. The Administrative Coordinator serves as a vital link between departments, businesses, and the community, ensuring efficient workflow and professional service.

Key Responsibilities:

- Assist in the processing and coordination of business license applications and renewals as needed.
- Perform a variety of clerical and administrative tasks, including filing, data entry, phone coverage, and document preparation.
- Collaborate with the Mayor and city officials on the planning and execution of community events and city-sponsored initiatives.
- Serve as backup support in the Water Department when the Water Clerk is on break or out of the office, including assisting customers and processing utility payments.
- Act as the City's liaison for interested businesses, promoting and supporting local economic initiatives and development opportunities.
- Maintain positive working relationships with staff, business owners, and the general public.
- Other duties as assigned by the Deputy Administrator or City Administrator.

Qualifications:

- Bachelor's degree or higher in public administration, business, or a related field required.
- Previous experience in municipal government or administrative support roles strongly desired.
- Strong interpersonal and communication skills.



- Ability to multitask in a fast-paced, customer-facing environment.
- Proficiency in Microsoft Office Suite and general office equipment.

Work Environment & Schedule:

This is a full-time, in-office position 8 am -4:30 pm Monday through Friday, located at Liberty City Hall. Occasional evening or weekend work may be required for city events or special meetings.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

Benefits for City of Liberty Employees:**Employer sponsored Insurance:**

- State Medical, Dental, Vision, employer paid 100%
- Basic Life and AD&D insurance

Retirement:

South Carolina Retirement System (SCRS) or Police Officers Retirement System (PORS). Benefits and participation are determined by the South Carolina Retirement System.

Deferred Comp:

South Carolina Deferred Compensation Program (Deferred Comp) which offers a unique opportunity for you to save for your future in a 401(k) and/or 457(b) plan.

Other duties may be assigned.

Employee _____ Date _____

Human Resource _____ Date _____