



FRONT OFFICE COORDINATOR

Position Description

Department:	Executive
Probationary Period	Six months
Pay Range:	\$19.00/hr – \$21.00/hr DOE
Hours/week:	40 hrs. per week
Type of Position:	Full-time

Reports to (title):	City Manager
Supervises:	N/A
Classification:	Hourly/Non Exempt
Effective Date:	March 15, 2015
Revised Date:	August 20, 2025

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to conform to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
- Possess cultural awareness and sensitivity.
- Maintain a current, insurable driver's license.

POSITION PURPOSE

The purpose of this position is to support the overall work of the City Manager's office

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Serves as the primary point of contact for external visitors and internal personnel
- Responsible for answering main external phone lines for City Hall, emails and visitor inquiries.
- Manage day-to-day office tasks, including scheduling meetings, coordinating conference room availability, handling correspondence and maintaining office supplies inventory for City Hall personnel.
- Assists City Hall Principals with light administrative support when directed. Principals are City Clerk, Finance Director, HR Director and City Manager
- Prepares agenda for City Commission and City Regulatory Board meetings. Ensures that agendas and meeting notices are advertised timely and properly.
- Required attendance for all City Commission and City Regulatory Board meetings to keep minutes. Drafts and prepares meeting minutes for approval. This requires regularly schedule evening attendance for City Commission and Regulatory Board Meetings. Scheduled meetings are listed on our City of Lovington website: www.lovington.org
- Prepares RFP communications for compliant advertisements and communications
- Accepts completed employment applications and distributes a copy to appropriate hiring departments. Maintains applications and responsible for maintaining the applicant tracking log for minimal compliant legal time required.
- Assists with scheduling interviews and for Department Heads and/or HR Director as directed.
- Conducts extensive clerical research and completes data for administrative and public reports, bulletins, questionnaires, and other documents; performs analysis, drafts specific sections of statistical reports under supervision; has frequent contact with the public and City employees in the collection of data for efforts that serve mutual interests and objectives or the transmittal of public information.
- Complies with all federal, state, city, and department rules and regulations and standard operating procedures in effect. (City of Lovington Municipal Code 2.44.050(f)).
- Other duties as assigned

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Three (3) years direct work experience |
| Education: | <ul style="list-style-type: none">• High School Diploma or GED |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Read, write, speak and comprehend the English language.• Perform simple mathematics, i.e., add, subtract, multiply, divide, and using whole numbers, fractions, and decimals.• Excellent verbal and written communication skills to interact effectively• Must be able to address issues proactively and find solutions in very busy environment.• Extremely detailed oriented and ability to maintain strict confidentiality• Ability to obtain and maintain Notary Commission within first 6 months• Proficient in Microsoft Office Suite and standard office equipment• Ability to work well with the internal and external public visitors• Must be able to work odd hours or overtime on regularly scheduled City Meetings• Must be able to travel, sometimes overnight• Possess high level of customer service at all times. |

PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Spanish language is highly preferred