

Coin Processing Administrator

DEFINITION

This is administrative, supervisory and manual work involved in the processing of bulk coins and bills.

Work of this class involves responsibility for, and supervision of, coin processing for all City of Edmonton Departments and agencies. This includes designing, implementing, maintaining, evaluating and enhancing the operational systems and procedures of the Coin Processing Centre as well as supervising all coin processing staff.

Periodic high noise levels, physical exertion, and security measures of the highest order contribute to an unusual working environment.

Most duties are performed within established and well-defined procedures; however, work of this class is responsible for helping establish and define those procedures. Some duties, such as equipment maintenance and repair, and emergency response, are outside of defined principles and require problem-solving and decision-making skills to be carried out.

Periodic reviews are conducted to ensure operation within the parameters of the Cash Handling Policy A1200 and the Coin Processing Centre's Operational Procedures, for audit and control purposes and to ensure the security of monies at all times.

TYPICAL DUTIES*

Identify security requirements and participate in the development of all security policies and procedures.

Supervise, evaluate and train staff in coin processing, security procedures and equipment maintenance and ensure compliance with those procedures.

Ensure the effective operation of all coin processing and security systems and recommend system enhancements.

Administrate the coin processing activity by ensuring adequate staff coverage, adequate performance and by planning and assigning work.

Prepare daily records of coin processed for municipal customers.

Assist coin processors during peak volume periods with coin processing duties by operating coin sorters, verifiers and serving machines and by inspecting seals and locks on incoming coin receptacles for discrepancies prior to sorting.

Ensure all coin and bill processing equipment is functioning as per specifications set by manufacturer, by testing, servicing and repairing equipment on a regular basis.

Ensure safe and clean working environment by arranging for and reporting on the performance of custodial and building maintenance staff.

Prepares reports on processing discrepancies and administrative problems with deliveries from different civic agencies for the Internal and Audit office and/or the relevant civic agency.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of methods of processing bulk coin and bills and of equipment used.
Knowledge of modern office practices and procedures.

Ability to supervise the work of subordinates.

Ability to perform inspection, maintenance, cleaning and repair of sophisticated coin processing equipment.

Ability to analyze and modify operational and security systems and procedures.

Proven written and oral language skills and rudimentary accounting skills.

Ability to make arithmetic calculations rapidly and accurately.

Ability to co-ordinate all functions relating to operation and maintenance of a standalone facility.

Ability to solve emergent problems and make decisions on an independent basis.

Physical strength and agility to perform coin processing duties and required.

Basic personal computer and software knowledge.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of the twelfth (12th) school grade, completion of a manufacturer's technical servicing program for sophisticated coin processing equipment, supervisory training, basic computer training and basic accounting or bookkeeping.

A minimum of five (5) years progressively responsible experience in an advanced and automated bulk coin processing facility, including some supervisory experience.

Mechanical and electrical knowledge and/or aptitude. Valid Class 5 Alberta Operator's Licence. Physical strength and agility; defined as the ability to lift weights of 25 kg, up to 60 times per day.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*