



## Village of Palmetto Bay

3/8/16

### Position Description

<b>POSITION TITLE:</b>	Administrative Assistant
<b>FUNCTIONAL AREA:</b>	Department of Public Services
<b>PAY GRADE:</b>	PG 17
<b>PAY RANGE:</b>	Min.: \$31,716.80 Annually/ \$2,809.73 Monthly/ \$16.21 Hourly Max.: \$53,955 Annually/ \$4,496.27 Monthly/ \$25.94 Hourly
<b>CLASSIFICATION:</b>	Full-Time; Non-exempt
<b>APPROVED/UPDATED:</b>	May 2013/ April 2015

#### General Summary

Assists the Department Director in a wide range of administrative assignments in order to ensure the efficient operation of the department.

#### Supervision Received and Exercised

Works under the general supervision of the Department Director; assignments are received from the department director in the form of broad instructions or general program objectives. This position exercises no supervisory responsibility.

#### Essential Duties and Responsibilities

- ◆ Assists the department director in implementing departmental policies, procedures and programs; assists in the administration of program goals and objectives.
- ◆ Assists in the preparation of the departmental budget
- ◆ Creates and prepares work orders, requisitions, vendor progress reports, and monitors vendor contracts.
- ◆ Researches, compiles and analyzes data for special projects and prepares routine reports.
- ◆ Writes and edits a variety of correspondence, reports, resolutions, memoranda and other material.
- ◆ Organizes and schedules internal & external meetings, makes travels arrangements for the department director and designated staff members as required.
- ◆ Performs routine clerical and administrative tasks such as sorting & distributing mail and preparing responses, bookkeeping, procuring departmental supplies, filing, etc...
- ◆ Maintains confidentiality of private and sensitive information and documents
- ◆ Provides customer assistance; screens visitors & telephone calls.
- ◆ Performs other related duties as directed by the Department Director.

#### Minimum Qualifications

##### Education & Experience

- ◆ An Associate's Degree (AA). A Bachelor's Degree is preferred.



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- ◆ Three (3) years of experience in the performance of general secretarial and clerical work in a related field. Relative experience beyond the required three years may substitute educational requirement on a year for year basis.
- ◆ A valid motor vehicle operator license.

#### Other Required Competencies

- ◆ Proficient in the use of various MS Office programs, including Word, Excel, PowerPoint, and Outlook
- ◆ Ability to work independently and exhibit a high degree of discretion and judgment.
- ◆ Proficiency in oral and written communications.
- ◆ Organizational, management, procurement, budget and contract management skills and experience.
- ◆ Ability to maintain high ethical and professional standards.
- ◆ Ability to interpret pertinent federal, state and local laws, codes and regulations.
- ◆ Ability to maintain effective working relationships with the general public, co-workers and elected officials.

#### Physical Requirements and Factors

- ◆ Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to word processor, calculator, copier and facsimile machine.
- ◆ No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, pushing and pulling.

#### Working Conditions

- ◆ Work is performed indoors in a typical office environment with a minimal need for travel to off-site locations.

**The minimum requirements may be waived by the Village Manager. The Village of Palmetto Bay reserves the right to update and/or change this job description at any time. The Village of Palmetto Bay is an Equal Employment Opportunity Employer and Drug-free Workplace.**

HR Approval: ✓

Dept. Director Approval: CEP

Village Manager Approval: [Signature]

Date Approved By the Village Manager: 3/8/16

Missy Arocha

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**From:** noreply@civicplus.com  
**Sent:** Monday, June 04, 2018 11:34 AM  
**To:** Missy Arocha; Melissa Dodge  
**Subject:** Online Form Submittal: Public Records Requests



## Public Records Requests

PUBLIC RECORDS  
REQUEST FORM

[Public Records Policy](#)

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Date 6/4/2018

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Name Juan Rodriguez

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Company *Field not completed.*

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Phone Number 3052839040

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Email Address [rodrij2003@yahoo.com](mailto:rodrij2003@yahoo.com)

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Address *Field not completed.*

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Preferred Delivery Method Electronic (via email- email address required)

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Are you a member of the media? No

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Public Record Request(s): Would you please email me the most recent copy of the Job Description for Administrative Assistant for Public Services with salary range. Thank you,

Thank You

*Please note that there may be a fee associated with your request depending on the extent of the information being requested. If so, the Office of the Village Clerk will contact you about any associated fees. If you have any further questions, please email Village Clerk Arocha at [marocha@palmettobay-fl.gov](mailto:marocha@palmettobay-fl.gov)*

Email not displaying correctly? [View it in your browser.](#)