



## Village of Palmetto Bay

### Position Description

**POSITION POSTING DATE:** FRIDAY, SEPTEMBER 18, 2015

**POSITION CLOSING DATE:** FRIDAY, SEPTEMBER 25, 2015

No applications will be accepted after 5:00 p.m. (local time) on the closing date.

**POSITION TITLE:** Administrative Assistant

**FUNCTIONAL AREA:** Office of the Village Clerk

**PAY GRADE:** 17

**PAY RANGE:** Min.: \$16.21 Hourly/\$2,809.73 Monthly/\$33,1716.00 Annual

Max.: \$25.94 Hourly/\$4,496.27 Monthly/\$53,955.20 Annual

**CLASSIFICATION:** Full-Time; Non-Exempt

**APPROVED/UPDATED:** 2003/ 2015

#### Position Summary

Performs administrative, secretarial and clerical duties; provides assistance to the Village Clerk and performs other general office duties as required and assigned.

#### Supervision Received and Exercised

Works under the supervision of the Village Clerk and exercises no supervisory responsibilities.

#### Essential Duties and Responsibilities

- ◆ Performs advanced secretarial and administrative work as assigned and directed by the Village Clerk
- ◆ Receives and assists the public and members of the Village Council
- ◆ Files, organizes and manages public records, including the periodic update of the public records retention schedule per Florida Statutes for approval by the Village Clerk; coordinates the destruction and disposal of public records .
- ◆ Prepares, processes and inputs work orders, purchase orders, invoices and other related information for the department.
- ◆ Assists in the preparation of the departmental budget. Monitors and reconciles accounts.
- ◆ Assists in the preparation of agenda packages for Village Council meetings, Zoning Hearings, and other public meetings as required.
- ◆ Distributes agenda packages to Village Staff and to the Village Council by the established deadline.
- ◆ Prepares meeting spaces in advance of Council meetings. Attends meetings and workshops and takes meeting minutes when directed by the Village Clerk.
- ◆ Receives and distributes correspondence and prepares responses in a timely manner.
- ◆ Schedules appointments and performs other routine administrative tasks as required, including answering the phones for the department.
- ◆ Procures departmental materials and supplies.
- ◆ Performs other related duties as directed by the Village Clerk

#### Minimum Qualifications

##### Education & Experience

- ◆ Associates Degree required (AA/AS)



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- ◆ Three (3) years prior 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 Florida Driver's License.
- ◆ Must type at least 45 WPM.
- ◆ Proficiency with Microsoft Office. Experience with Eden software, a plus.

#### Other Required Competencies

- ◆ Ability to maintain complex records and prepare reports. Ability to take minutes. Ability to conduct research, compile and analyze data. Ability to study problems and recommend solutions.
- ◆ Proficiency in oral and written communications.
- ◆ Ability to deal with confidential and sensitive matters.
- ◆ Organizational, management, budget and contract management skills and experience.
- ◆ Ability to maintain effective working relationships with the general public, co-workers and elected officials.
- ◆ Knowledge of office management procedures.

#### Working Conditions and Physical 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.
- ◆ Work is performed indoors in a typical office environment.

**The minimum requirements may be waived by the Village Manager based on experience and other qualifications. 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.**

**Once a conditional offer has been made, selected applicants are required to complete all requisites established by the Village for employment, which may include verification of employment, a national criminal background check, a review of the applicant's driving record, and a drug/alcohol test.**