



## Village of Palmetto Bay

### Position Description

**POSITION OPENING DATE:** FRIDAY, AUGUST 8, 2014

**POSITION CLOSING DATE:** FRIDAY, AUGUST 22, 2014

<b>POSITION TITLE:</b>	Administrative Assistant
<b>FUNCTIONAL AREA:</b>	Department of Public Works
<b>PAY GRADE:</b>	05
<b>PAY RANGE:</b>	Min.: \$31,990 Annual/ \$2,665.87 Monthly/ \$15.38 Hourly Max.: \$53,539 Annual/ \$4,461.60 Monthly/ \$25.74 Hourly
<b>CLASSIFICATION:</b>	Full-Time; Non-exempt
<b>APPROVED/UPDATED:</b>	May 2013/ August 2014

#### 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.
- ◆ Attends periodic meetings and training as directed by the department director.
- ◆ Maintains a high level of community service.
- ◆ Maintains high ethical and professional standards.
- ◆ Perform other related duties as directed by the Department Director.



## Village of Palmetto Bay

### Position Description

---

#### **Minimum Qualifications**

##### Education & Experience

- ◆ An Associates Degree (AA). A Bachelors Degree is a plus.
- ◆ 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 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 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.**