Village of Palmetto Bay

Position Description

POSITION POSTING DATE:	**FRIDAY, NOVEMBER 18, 2016**
POSITION CLOSING DATE:	**EXTENDED TO MONDAY, NOVEMBER 28, 2016**

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

POSITION TITLE:	Executive Assistant
FUNCTIONAL AREA:	Office of the Village Manager
PAY GRADE:	PG 20
CURRENT PAY RANGE:	Min.: $41,308.80 Annual/ $3,442.40 Monthly/ $19.86 Hourly
	Max.: $66,102.40 Annual/ $5,508.53 Monthly/ $31.78 Hourly
CLASSIFICATION:	Non-exempt; Full-time
APPROVED/UPDATED:	October 2009

General Summary

Performs advanced secretarial, clerical and administrative duties directly for the Village Manager and as assigned by the Village Manager.

Supervision Received and Exercised

Works under the general supervision of the Village Manager. Assignments are received from the Village Manager in the form of broad instructions or general program objectives. Work is performed with considerable independent judgment based on experience in developing courses of action and recommendations.

Essential Duties and Responsibilities

- Perform advanced secretarial and administrative work as directed by the Village Manager including scheduling appointments.
- Develops administrative correspondence and communications by the Village Manager through verbal directive from the Village Manager
- Answers routine correspondence and composes letters for the Village Manager's signature
- Responds to general questions and information requests from the public not requiring detailed or technical knowledge
- Assists in the preparation of the departmental budget
- Prepares work orders, requisitions for payment and vendor progress reports and monitors contracts.
- Prepares requisitions, purchase orders, etc...
- Responsible for procurement of departmental materials and supplies.
- Performs other duties as directed by the Village Manager.

Minimum Qualifications:

Education & Experience:

- Associate's in Arts Degree from an accredited college in a related field.
- A minimum of three (3) years public sector experience.
- A valid motor vehicle operator license.
- Computer literate with working knowledge of Microsoft Word, Excel, PowerPoint and other widely-used office programs
- Ability to type at least 45 words per minute (must successfully pass entrance typing exam)

Other Required Competencies:

- Proficiency in oral and written communications.
- Ability to effectively work independently and exercise discretion and independent judgment
- Ability to maintain high ethical and professional standards
- Ability to keep the confidentiality of sensitive matters
- Organizational and budget management skills and experience.
- Ability to maintain effective working relationships with the general public, co-workers and elected officials.
- Ability to perform several tasks at one time

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.

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.