



Village of Palmetto Bay

Position Description

POSITION POSTING DATE: FRIDAY, DECEMBER 4, 2015

POSITION CLOSING DATE: FRIDAY, DECEMBER 18, 2015

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

POSITION TITLE: Administrative Assistant

FUNCTIONAL AREA: Parks & Recreation Department

PAY GRADE: PG: 17

PAY RANGE: Min.: \$16.21 Hourly

Max.: \$ 25.94 Hourly

CLASSIFICATION: Full-Time; Non-Exempt

APPROVED/UPDATED: 2014/ October 2015

General Summary

Assists the Department Director in a wide range of accounting and 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 responsibilities.

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 coordination of departmental budgets and other finance related activities. Assists in the preparation of the departmental budget.
- ◆ Prepares work orders, purchase orders, purchase orders, accounts receivable invoices, requisitions for payment and vendor progress reports; monitors contracts.
- ◆ Prepares requisitions, employee certification and training records.
- ◆ Performs routine clerical and administrative work in answering the phone, receiving the public, providing customer assistance and bookkeeping
- ◆ Distributes mail and participates in the preparation of responses.
- ◆ Schedules appointments and performs other administrative tasks as required.
- ◆ Responsible for procurement of departmental materials and supplies.
- ◆ Types and edits a variety of correspondence, reports, resolutions, memoranda and other material.
- ◆ Performs other 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 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's Driver's License.
- ◆ Computer proficiency.

Other Required Competencies

- ◆ Proficiency in oral and written communications.
- ◆ Organizational, management, budget and contract management skills and experience.
- ◆ Ability to maintain effective working relationships with the general public, superiors, coworkers, and elected officials.
- ◆ Ability to maintain high ethical and professional standards.

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.