

Senior Administrative Specialist (Public Works)



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Under the general direction, provides highly responsible advanced administrative support for an assigned department or division of the City. Employees in this classification are responsible for administrative duties that support efficient operations, quality customer service, and continued workflow for the area of assignment. Work includes the ability to multi-task in a fast-paced environment. Includes considerable exercise of independent judgment and initiative in responding to and resolving internal and external customer service issues.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Respond to inquiries from City staff, other agencies, and the public; determine the nature of the complaint, resolve complaint requiring interpretation of policies and procedures and research of background information, and/or refer as appropriate.
- Screen incoming mail for content and take appropriate action.
- Schedule, arrange and coordinate department activities, meetings, conferences and events; coordinate activities with other departments, the public, and coordinate department activities, meetings, conferences, and events; coordinate activities with other departments, the public, and outside agencies.
- Manage appointments and meetings for the Public Works Director, maintaining a calendar involving continuous contact with various stakeholders.
- Plan, organize and prioritize administrative tasks; compose and edit various documents, including reports, presentations, complex correspondence, minutes, and prioritize administrative tasks; compose and edit various documents, including reports, presentations, complex correspondence, minutes, and agendas; may take minutes at meetings or represent the expressed interests of the department Director in their absence.
- Formulate administrative budget and review with the Director with justification in coordination with the Finance Department Budget Analyst; assist in the preparation of departmental budget, monitor expenditures, and requisition supplies.
- Operate office equipment, input and retrieve data and maintain filing.
- Provides day-to-day supervision and training of assigned staff; monitors and provides input to performance evaluations.

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- Analyze, investigate, and condense fiscal, administrative, and departmental data. Manage intricate departmental documentation, ensuring compliance with established standards such as contracts, operational protocols, regulatory requirements, and statistical data.
- Develop and implement procedures, forms, and filing systems to enhance efficiency; propose and implement approved policies and procedures. Creates and establishes procedures, forms, and filing systems to improve efficiency in administrative operations.
- Maintains and monitors complex departmental documentation for adherence and processing according to prescribed standards, e.g., contracts, operating policies and procedures, regulatory standards, descriptive statistics.
 - Maintains complex filing systems that support efficient retrieval and comprehensive audit trail for functional areas of responsibility.
- Processes tasks associated with sensitive or confidential issues, exercising appropriate discretion in all communication matters.
- Performs advanced administrative support duties in maintaining complex records and documentation for the functional areas of responsibility.
- Generates and prepares complex departmental reports according to prescribed schedules and regulatory reporting requirements, e.g., weekly, monthly, quarterly, and annually.
- Generates moderately complex correspondence and related communications documentation; ensures adherence to prescribed standards of business English and grammar, and diction.
- Ensures efficient coordination of inter-departmental
- Scans documents into system.
- Performs moderately complex accounts maintenance activities specific to the area of assignment, e.g., processing fees and payments, P-Card transactions, calculating fees/charges, tracking budgetary activities, and preparing payroll time records.
- Develops, recommends and implements (upon approval) new policies and procedures when applicable to work process to improve operations.
- Performs research involving independent judgment and initiative for the purpose of resolving or addressing operational matters applicable to areas of responsibility.
- Acts as subject matter expert of payroll system for Public Works and approve payroll of assigned staff and department as required. by Director or Successor.
- Acts as subject matter expert of accounting software for Public Works.
- Prepares, enters, and tracks agenda items for commission meetings; coordinates timely completion of staff reports with Public Works management staff and other divisions, including scheduling departmental agenda review meetings. with Director/Manager/Supervisor/Administrative Services Manager, as required.
- Serve as a liaison for advisory Boards. the Cooper City Green Advisory Board.
- May serve as backup to the Administrative Specialist.
- Performs other duties as directed.

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QUALIFICATIONS

Education and Experience:

High school diploma or equivalent. Five (5) Three (3) years of experience of progressively responsible administrative support experience in a customer service environment that provides a broad working knowledge of management and operations support principles and practices, with demonstrated advanced skills in the use and application of standard computer technologies; or an equivalent

combination of education, training, and experience. Possess or be able to obtain a valid State of Florida driver's license ~~within 30 days~~ by the date of hire.

Knowledge, Skills, and Abilities:

Knowledge of:

- Use and operation of modern office technologies, e.g., Microsoft Office Suite, Work Order Management Systems, Payroll System, Accounting Software, and associated applications.
- Customer service principles in application to effective and courteous communications.

Ability to:

- ~~Ability to m~~Multi-task in various areas of administrative support in a fast-paced environment.
- ~~Ability to c~~Communicate effectively in both oral and written formats.
- ~~Knowledge of customer service principles in application to effective and courteous communications.~~
- ~~Knowledge of the use and operation of modern office technologies, e.g., facsimile machines, photocopiers, personal computers, calculators.~~
- ~~Knowledge of use and application of standard computer software packages, e.g., word processors, spreadsheet applications.~~
- ~~Ability to a~~Accurately apply mathematical operations in budgetary/accounting-related functions.
- ~~Ability to r~~Respond to, research, develop, and recommend effective solutions to a wide variety of complex issues applicable to functional areas of responsibility.
- ~~ommunicate effectively in both oral and written formats.~~

Supervision Received/Exercised:

- ~~Receives administrative direction from the Public Works Director or his/her~~their Designee.
- ~~Receives general supervision from higher level supervisory staff.~~

~~May exercise general supervision lead supervision over lower-level staff.~~

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve ~~some~~ lifting, carrying, pushing, and pulling ~~of~~ objects and materials of light-weight ~~(5-10 pounds)~~. Tasks may involve extended periods ~~of time~~ at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

~~Primarily office or indoor environment, with occasional exposure to outdoor environments and/or exposure to environmental risks.~~

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[This position is considered essential for disaster recovery efforts.](#)

[General office setting: frequent interruptions and many deadlines to meet.](#)