

City of Lake City, FL

Classification Description

Classification Title: SR ADMINISTRATIVE ASSISTANT
Department: PUBLIC WORKS

Pay Grade: 3
FLSA Status: Non-Exempt

General Description

This is a highly responsible administrative work in assisting supervisors in the performance of managerial duties.

Nature of Work

Essential Functions:

- Prepares time sheets, compiles, calculates, and tracks project hours. Prepares and processes payroll and invoices for the department.
- Prepares documents, composes letters, and maintains office files, reports and technical information.
- Types correspondence for director and all supervisors.
- Processes invoices, codes and checks for accuracy, and posts on ledger.
- Assists with training of directors and other key personnel.
- Prepares and coordinates material for publicity, press releases and provides liaison between the City and public daily on various topics.
- Performs research, analysis data, coordinates with City departments on cross-departmental issues affecting the City. Creates and maintains project files and departmental records.
- Maintains appointment calendars and schedules appointments.
- Receives and screens calls and refers calls to other employees. Communicates with citizens and responds to inquiries regarding the operation of the City.
- Coordinates, plans, and participates in special events, awards, activities and programs as to promote and coordinate activities in the City.
- Assists in preparation of the Department's annual budget and monitoring of funds by collecting information, researching specific resources.
- Attends City Council meetings, conferences, committee, and staff meetings to gather information and provide administrative assistance. Takes notes and minutes of meetings and functions as required.
- Orders and maintains office supplies and other departmental materials.
- Communicates clearly and professionally in person, by telephone and in writing, prepares slides, flip charts and other graphic materials necessary to convey concepts and ideas.
- Performs various administrative duties: filing, typing, telephone answering, computer input/retrieval.
- Plans, initiates, and carries to completion various administrative assignment.
- Attends training and education opportunities.
- Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses small office equipment, including copy machines or multi-line telephone systems. Uses computers for word processing and/or accounting purposes.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job includes:

- Knowledge of modern business management and the principles and practice of public administration or related field.
- Knowledge of computer-based software; Microsoft Office programs and Outlook.
- Knowledge of sources of information related to problems of local government;
- Ability to write and produce clear and concise reports, publications, memoranda and letters;
- Ability to develop and maintain effective working relationships with media representatives, and with department personnel;
- Ability to communicate clearly with the general public;
- Ability to work with all levels of city personnel tactfully and courteously;
- Ability to meet multiple deadlines;
- Ability to research and analyze data, situations, and to make recommendations;
- Ability to work with a variety of financial reports and data;
- Ability to interpret and communicate city policies and procedures, and ability to solve problems and be detail oriented;
- Ability to communicate clearly in both verbal and written form; and
- Ability to remain courteous in stressful situations.

Minimum Qualifications: Must be a high school graduate or possess a General Education Diploma (GED) and three (3) years of experience involving secretarial/clerical duties including the operation of a personal computer, keyboard, or similar data entry equipment Must possess a valid Florida Operators Driver's License.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Sitting for extended periods of time

Environmental Conditions:

- Works inside in an office setting

ADMINISTRATIVE ASSISTANT

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Date

Signature