

CM /rrp  
09/25/2024

**RESOLUTION NO 2024 - 114**  
**CITY OF LAKE CITY, FLORIDA**

**A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA APPROVING THAT CERTAIN JOB POSITION AND DESCRIPTION FOR HR SENIOR ADMINISTRATIVE ASSISTANT; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID POSITION AND DESCRIPTION; DIRECTING THE CITY MANAGER TO INCLUDE SAID POSITION AND DESCRIPTION IN THE CITY'S POSITION DESCRIPTIONS MANUAL; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of Lake City ("City") presently has an approved Position Description Manual (the "Manual") describing all authorized job positions for the City; and

WHEREAS, the City has need of a new position entitled "HR Senior Administrative Assistant" (the "New Position"); and

WHEREAS, the City desires to approve the New Position and include the description for the New Position in the Manual; and

WHEREAS, approving the New Position and including the description for the New Position in the Manual is in the public interest and in the interests of the City; now therefore

BE IT RESOLVED by the City Council of the City of Lake City, Florida:

1. Approving the New Position and including the description for the New Position in the Manual is in the public or community interest and for public welfare; and
2. In furtherance thereof, the New Position as described in the position description in the form of the Exhibit attached hereto should be and is approved by the City Council of the City of Lake City; and
3. The City Manager is directed to take such actions as are necessary to include the New Position and the description thereof attached as the exhibit hereto in the Manual; and

4. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and
5. This resolution shall become effective and enforceable upon final passage by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this \_\_\_ day of October, 2024.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
FLORIDA

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Stephen M. Witt, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL  
OF THE CITY OF LAKE CITY, FLORIDA:

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Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

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Clay Martin, City Attorney

# City of Lake City, FL

## Classification Description

Classification Title: HUMAN RESOURCE SR ADMIN ASSISTANT  
Department: HUMAN RESOURCES

Pay Grade: 3  
FLSA Status: Non-Exempt

### General Description

Specialized clerical, professional work in Human Resources involving public contact responsibilities in the Human Resources Administration area. This position would be responsible for assisting the Human Resources Department through administrative and clerical work. Work is performed under the direct supervision of the Human Resources Director.

### Nature of Work

#### ESSENTIAL JOB FUNCTIONS

- Prepares and maintains employee records assuring compliance with federal, state and local programs by assisting with proper maintenance of employee personnel files.
- Updates data in the computer to ensure accurate and timely processing of employee information.
- Responsible for daily administrative tasks including but not limited to filing, faxing, copying and organizing departmental files.
- Guards confidentiality of all personnel records.
- Accesses, inputs and retrieves information from a computer.
- Assists in processing all new employees.
- Assists with conducting employee orientation.
- Assists with prospective job candidates.
- Assists with coordinating employee activities and recognition programs
- Assists with processing Risk and Safety claims
- Assists with safety programs and training for City
- Assists with maintaining safety manuals and procedures
- Communicates to employees on various Human Resource and Risk/Safety policies, procedures and laws.

**EXHIBIT TO  
RESOLUTION**

**NOT FOR  
EXECUTION**

- Generates routine and special reports, provides data for special projects and provides information to Director as requested.
- Performs other related 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 other job-related marginal duties as required.)

**Knowledge, Skills and Abilities:**

- Knowledge and understanding of human resource applications.
- Knowledge of City policies, ordinances and labor contracts.
- Knowledge of modern office procedures and practices.
- Ability to implement human resources procedures.
- Skill in using a calculator, computer, printer and photocopier.
- Possess excellent verbal and written communication skills.
- Ability to work in a fast-paced environment.
- Possess strong interpersonal skills.
- Ability to work independent as well as in a team environment.
- Ability to communicate orally
- Ability to access file cabinets for filing and retrieval of data
- Ability to access, input and retrieve information from a computer

**Minimum Qualifications:**

High school graduation or possession of an acceptable equivalency diploma (GED) and three (3) years in a clerical environment experience required. Experience in Human Resources is preferred. Must possess a valid Florida Driver’s License.

**ESSENTIAL PHYSICAL SKILLS**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to sit at a desk and view a display screen for extended periods of time

**Environmental Conditions:**

- Works inside in an office environment

**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.

EXHIBIT-NOT FOR EXECUTION

Print Name

\_\_\_\_\_ Date

EXHIBIT-NOT FOR EXECUTION

Signature