

**This is a Full-Time, Non-Exempt, and Non-Bargaining position with an hourly range of \$24.88 - \$41.80. The individual in this position will work within the Commissioners' Office in the City Hall building at 7 North Dixie Highway, Lake Worth Beach, FL 33460.**

**In addition, this position offers:**

- **Vacation and Sick Leave Accruals**
- **14 Paid Holidays**
- **City of Lake Worth Beach Medical Benefits that include Life Insurance, Dental, and Vision Coverage**
- **Retirement Plan**

#### **JOB SUMMARY:**

Performs professional work organizing and directing the administrative activities in the City Commissioners' Office for the City of Lake Worth Beach (COLWB). Performs work of considerable variety and complexity requiring advanced administrative skills in office systems technology and knowledge of employee services. Work involves budget preparation activities, the procurement and maintenance of fiscal records and serving as a point of contact for internal and external customers in responding to inquiries and directing customers to appropriate information resources.

Work is performed under limited supervision with latitude in the use of initiative and independent judgment. Position seeks technical guidance only on unusual or complex problems or issues.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents of this class. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform related work as required.

- Coordinates and provides high level administrative support to the Mayor and Commissioners; handles highly confidential, sensitive, and non-routine information; protects operations by keeping information confidential
- Coordinates and participates in complex assignments and special projects as requested by the Mayor and Commissioners
- Serves as liaison with other departments within the organization as well as outside agencies, including high level employees
- Assists with the preparation, maintenance, and reporting of the department's fiscal records and budget according to established accounting procedures and prepares complex reports

- Reviews expenditures to determine reimbursement amounts and appropriate accounts for posting; makes appropriate adjustments and ensures adherence to budget
- Coordinates department requisitions, verifies accuracy and authorizes payments of invoices; responds to requests for additional information from Finance and vendors
- Produces information by transcribing, translating, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics for correspondence and presentations
- Performs computer tasks requiring broad working knowledge of a wide variety of standard computer applications, e.g., word processors, database systems, spreadsheet programs, report presentation packages, calendar schedulers, electronic file maintenance
- Processes citizen requests, inquiries, concerns, and service requests
- Processes correspondence and forms that may be of a confidential or sensitive nature, exercising discretion accordingly
- Schedules meetings; maintains and updates calendars
- Schedules travel arrangements to include air, hotel, and ground transportation
- Coordinates lunches for both internal and external meetings
- Coordinates facility tours as assigned
- Welcomes guests and citizens by greeting them, in person or on the telephone; responds to, records and/or routes incoming telephone calls, emails, or walk-ins
- Reviews, organizes, and distributes incoming and outgoing mail
- Maintains office supplies inventory by checking stock to anticipate needed supplies; evaluates new office products; places and expedites orders for supplies; verifies receipt of supplies
- Maintains professional and technical knowledge by reviewing publications on products; attends meetings as assigned
- Establishes, develops, and maintains a daily schedule and filing systems
- Additional duties as directed
- The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment in relation to the position.

#### **SUPERVISION:**

- Schedules, trains, motivates, and evaluates personnel
- Provides or coordinates staff training
- Works with employees to correct deficiencies
- Makes recommendations regarding discipline and termination

#### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in business administration or a related field; supplemented by five (5) years of professional experience in an administrative support capacity, preferably for an executive or in a public agency; or an equivalent combination of education, certification, training and/or experience.

A valid Florida driver license is required.

Certifications: must have or be able to obtain within one (1) month of employment, Florida Notary Public Certification.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Advanced knowledge of City policies, practices, and procedures
- Advanced knowledge of department policies and procedures for the preparation, production and maintenance of reports, documentation and records
- Working knowledge of State statutes governing public records
- Knowledge of basic accounting procedures
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and applicable department / organization specific software and ability to learn and become proficient in the use of other specialized software as may be required
- Skill in using mathematics to solve problems
- Skill in delivering effective, externally focused, written and oral public communications for a variety of audiences
- Skill in adapting to a changing work environment, competing demands and ability to deal with frequent change, delays or unexpected events
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to follow oral and written instructions
- Ability to manage multiple priorities to ensure that deadlines are met
- Ability to correctly interpret and efficiently implement all applicable policies and procedures
- Ability to provide exceptional internal and external customer service in a courteous, prompt, and efficient manner
- Ability to exercise sound judgment and maintain confidentiality regarding critical and sensitive information, records, and reports
- Ability to use reasoning skills that minimize duplication of efforts, including but not limited to comparing, classifying, analyzing and coordinating
- Ability to analyze and/or prepare complex reports and contract documents
- Ability to establish and maintain effective working relationships with those contacted during work regardless of race, religion, age, sex, disability, political affiliation, sexual orientation, and diverse cultural and linguistic backgrounds
- Ability to regularly attend work and arrive punctually for designated work schedule

### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and/or walking.

**ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

**SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally and in writing.

All full-time employees are considered critical in response to emergency situations and may be deemed essential as needed depending on the situation.

Employees in this position will be required to complete the FEMA Incident Command System (ICS) Certification Levels 100,200,700 and 800 within the first six months of employment. Certain positions may be required to attain additional ICS training as needed.

The job description does not constitute an employment agreement between the City of Lake Worth Beach and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Lake Worth Beach is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, this organization provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.