

<b>Job Title:</b>	<b>Executive Assistant to the City Clerk</b>		
<b>Department/Group:</b>	Office of the City Clerk	<b>Supervisor:</b>	City Clerk
<b>Location:</b>	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
<b>Level/Salary Range:</b>	\$21.23 - \$33.43 hr.	<b>Position Type:</b>	Full-Time
<b>HR Contact:</b>	Sean Lilly	<b>Date Posted:</b>	
<b>External Posting URL:</b>	<a href="https://madeirabeachfl.gov/">https://madeirabeachfl.gov/</a>	<b>Posting Expires:</b>	Open until filled
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b> (727) 399-1131 OR <a href="mailto:humanresources@madeirabeachfl.gov">humanresources@madeirabeachfl.gov</a> <b>Subject Line:</b> <b>Attention:</b> Human Resources – Recruiting		<b>MAIL:</b> City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>  <p>This position requires highly advanced administrative support relating to the operation and activities of the Office of the City Clerk. The Executive Assistant is responsible for the administrative support system for the City Clerk. Organizes the activities and schedules of the office and the flow of information in accordance with set procedures. Ad hoc assignments containing detailed tasks requiring advanced level of initiative and organization and independent judgment. Work entails confidential, and sensitive issues requiring a high degree of discretion and tact. The nature of the work also requires all work to be performed with the highest level of accuracy, and with the ability to meet strict deadlines while working. During occasions of local emergencies, this position shall be required to perform emergency tasks which may result in extended work hours as well as extended periods of time away from family members.</p> <p><b>The position also includes the following responsibilities and duties:</b></p> <ul style="list-style-type: none"> <li>• Manages the phones for the City Clerk in a professional and courteous manner; ascertains nature of business and handles those requesting routine information; directs remainder to appropriate staff.</li> <li>• Manages the City Clerks calendar schedules, coordinates meetings. Make travel arrangements and schedules for the City Clerk and Board of Commissioners</li> <li>• Receives the public, officials of governmental, reporters, and others in a professional and courteous manner.</li> </ul>			

- When appropriate, provides information pertaining to City operations, policies, procedures and other similar information; may refer inquiries to other City staff and/or officials as appropriate.
- Coordinates and provides interdepartmental liaison functions, assists others and promotes positive communication with all staff.
- Establishes and maintains the filing and records system for the City Clerk's office including updating primary file index as necessary; maintains pending files with appropriate and timely follow-up procedures.
- Assists in preparing agenda and election packets and Civil Service Commission.
- Takes and transcribes dictation of highly confidential/sensitive material; composes letters and memoranda for the City Clerk and other officials as needed; ensures work is error free prior to finalizing for signature/distribution.
- Acts as a liaison between the City Clerk, elected officials, and the public by coordinating dissemination of information and responding to questions.
- Coordinates and prepares presentations for awards, and certificates of appreciation, notifying recipients as necessary.
- Attends meetings with Board of Commissioners or other appointed boards, including staff conferences as directed by the City Clerk.
- Develops spreadsheets, databases, brochures, post cards and PowerPoint presentations.
- Prepares purchase orders and purchase requisitions for special projects, daily purchasing activity and within various budget.
- Assists with elections of Board of Commissioners and Civil Service Commission and transcribe various meetings.
- Utilizes basic and advanced computer system programs to process public records requests, invoices
- Performs other job-related duties that are consistent with the responsibilities of this position.
- Additional duties as assigned

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

This position requires an Associate's Degree in Public Administration, Business Administration, or related field of study or a minimum of 3 years executive level secretarial/paralegal experience. A Bachelor's Degree is preferred. Proficient in the use of personal computer systems using Microsoft Suite with the ability to learn new programs.

#### **PREFERRED SKILLS**

- Ability to effectively communicate, both orally and in writing.
- Advanced independent judgment, initiative and organization in routine and non-routine situations which occur.
- Perform all work at the highest level of efficiency, flexibility and accuracy in meeting strict deadlines under a high level of pressure.
- Communicate effective and professionally in person, over the telephone and in writing.
- Maintain composure during emergency situations.
- Handle sensitive information in a confidential and discrete manner.

- Compose clear and concise correspondence, memorandums, reports, and other documents as required.
- Organize, files, and retrieve volumes of written materials.
- Marketing and website/social media experience
- Ability to sit for long periods, bend, stoop, lift to twenty pounds.

#### **ADDITIONAL NOTES**

Requires the mobility and manual dexterity to work in a standard office environment, use standard office equipment and attend off-site meetings; speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer screen; and strength and agility to lift and carry items weighing up to 20 pounds. Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

#### **ADA COMPLIANCE:**

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

*The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.*

Cover letters and resumes may be included but are not accepted in lieu of application form. All applications will become public record under Florida law.

#### **AA/EOE/DFWP**

Submit completed application for employment to: Human Resources Coordinator  
300 Municipal Dr. Madeira Beach, FL 33708 or [humanresources@madeirabeach.com](mailto:humanresources@madeirabeach.com)

Reviewed by:		Date:	
Approved By:		Date:	
Updated By:		Date:	