



<b>Job Title:</b>	<b>Executive Assistant to the City Manager</b>		
<b>Department/Group:</b>	Office of the City Manager	<b>Supervisor:</b>	City Manager
<b>Location:</b>	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
<b>Level/Salary Range:</b>	\$24.00 - \$34.00 hr.	<b>Position Type:</b>	Full-Time
<b>HR Contact:</b>	Karen Paulson	<b>Date Posted:</b>	3/24/2020
<b>External Posting URL:</b>	www.madeirabeachfl.gov	<b>Posting Expires:</b>	03/30/2020
<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> Executive Assistant to the City Manager <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>  This position entails responsible, diverse and highly advanced administrative/secretarial support duties relating to the operation and activities of the Office of the City Manager. The executive assistant is responsible for the organization and implementation of an administrative support system for the City Manager and organizes the activities and schedules of the office and the flow of information in accordance with the Managers priorities as set to meet goals and objectives. The City Manager assigns a variety of detailed tasks requiring the highest level of administrative support capability, advanced level of initiative and organization and independent judgment. Work entails dealing with political, confidential, and sensitive issues requiring a high degree of discretion and tact involving continual inter-departmental relations and extensive public contact. The incumbent in this position serves as a confidential employee. The scope and degree of responsibility requires a comprehensive working knowledge of the entire City organization. The nature of the position requires the performance of numerous other secretarial and clerical tasks such as word processing, answering telephones, processing mail, copying, and filing, among others. 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 under a high degree of pressure. Professional office attire is required i.e., dresses, skirts, suits, dress slacks, dress shoes. 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.			



The position also includes the following responsibilities and duties:

- Receives telephone calls for the City Manager in a professional and courteous manner; ascertains nature of business and handles those requesting routine information and as many other routine tasks as possible; directs remainder to appropriate official, department head, or other staff.
- Schedules appointment for and with the City Manager; schedules and coordinates meetings with department heads, elected officials, legislators, business leaders, vendors, contractors and citizens of the community, keeping the City Manager's calendar current/
- Make travel arrangements and schedules for the City Manager and others as appropriate; assures accommodations and all other aspects of travel needs in place and guaranteed.
- Receives the general public, officials of governmental and numerous other organizations, reporters and others in a professional and courteous manner.
- 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.
- Relays instructions and information to Department Heads and other staff as directed by the City Manager.
- Establishes and maintains an efficient filing and records system for the City Manager's office including updating primary file index as necessary; maintains pending files with appropriate and timely follow-up procedures.
- Prepares Board of Commissioners agenda packets, workshop materials and ensures accurate and timely submission of materials to be included by Department heads; tasks include accumulating, reviewing, sorting material, composing, copying and/or editing cover sheets and accompanying memoranda. Distributes packets to Mayor and Commissioners, City Manager, Department Heads, other staff and press as appropriate.
- Takes and transcribes dictation of highly confidential/sensitive material; prepares from rough drafts and composes letters and memoranda on computer for the City Manager and other officials as needed; ensures that all work is error free prior to finalizing for signature and distribution.
- Supervisors the Volunteers and the Volunteer program and Public Information Specialist duties.
- Acts as a liaison between the City Manager, Department Heads, other employees, elected officials and the general 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 City Department Heads, Board of Commissioners or other appointed boards, including staff conferences. May be called to represent the City Manager as necessary and when required regarding issues with staff and the community.



- Receives, sorts and distributes all mail arriving in the Manager's office; may compose responses to all routine correspondence requiring the City Managers signature.
- Develops spreadsheets, databases, brochures, post cards and PowerPoint presentations for the Managers office.
- Prepares purchase orders and purchase requisitions for special projects, daily purchasing activity and within the City Managers FY budget.
- May serve as the recording secretary for various city meetings and functions held during normal working hours as well as evenings.
- Utilizes basic and advanced computer system programs to prepare reports, letters, memos, directives, correspondence, confidential reports, manuals and other paperwork related to the operation of the City Manager's office.
- Demonstrates thorough knowledge of all the City's personnel policies and procedures.
- Processing timecards for City Manager's office
- 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 and or a minimum of 5 years executive secretarial experience, with prior work experience as direct staff support to executive level personnel in government/public sector employment. Proficient in the use of personal computer systems using Word, Excel, Power Point, Publisher, Adobe Illustrator, Access and other similar programs is also expected.

#### **PREFERRED SKILLS**

Ability to effectively communicate, both orally and in writing. Ability to use a computer keyboard, other pieces of standard office equipment and the telephone. Ability to sit for long periods, bend, stoop, lift to twenty pounds. Other important skills required include:

- Advanced independent judgment, initiative and organization in routine and non-routine situations which occur.
- Perform all work with the highest level of efficiency, flexibility and accuracy in meeting strict deadlines under a high level of pressure.
- Communicate effectively with others, both in person and over the telephone, in a professional, clear and concise manner.
- 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.



- Must be capable of dealing with a variety of citizens in a professional, cheerful, and effective manner and conveying the pertinent information to the appropriate City officials.

**NOTE:** Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

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

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