

Job title	Administrative Assistant (Part-Time)
Reports to	Executive Assistant
Supervisory	None
FLSA Status	Non-Exempt
Revision Date	October 26, 2022

Job Summary

The Administrative Assistant performs highly responsible secretarial, administrative, and customer support services, requiring tact, composure, flexibility, independent judgment, and communication skills.

Essential Functions

1. Assists Executive Assistant with certain assigned duties relieving him/her of administrative details.
2. Performs public relations functions with public, City Council, office staff, and visitors. Assists during and after hurricane and other emergency events.
3. Accepts and processes receipts through cash register and complete cash receipts.
4. Handles Garbage and Trash calls for special solid waste pick-up.
5. Issues various permits to residents. Accesses, inputs, and retrieves information from a computer.
6. Assists with inhouse collection of parking citations
7. Takes complaints and requests from the public and routes them to the appropriate department and maintains tracking until resolved.
8. Receives calls from the public and other agencies and directs them to the appropriate person with the city.
9. Maintains files and locates files to prepare reports.

Nonessential Functions

1. Takes complaints and requests from the public and routes them to the appropriate department and maintains tracking until resolved.
2. Receives calls from the public and other agencies and directs them to the appropriate person within the City.
3. Operates online meeting software for public meetings.
4. Assists in preparing various administrative reports.
5. Assists with City web site.

The duties and responsibilities described above are not a comprehensive list and that additional tasks may be assigned to the employee from time to time.

Qualifications

- High school diploma or GED or equivalent
- One (1) year or more previous experience and/or training involving secretarial and administrative services;

or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

- Valid Florida Driver's License
- Ability to apply public relations and customer service skills.
- Communications skills to research and analyze information.
- Ability to work under pressure with short deadlines.
- Word processing skills (40+ word per minute).
- General computer application knowledge and experience.

Physical Environment

- Works primarily inside an office, occasionally outside in various weather conditions, including slippery and uneven surfaces.
 - Prolonged periods sitting at a desk and working on a computer
 - Must be able to lift 5-20 lbs. at times
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