

City of Brooksville

JOB DESCRIPTION

POSITION TITLE:	ADMINISTRATIVE ASSISTANT III
DEPARTMENT:	CITY MANAGER'S OFFICE
SUPERVISED BY:	CITY MANAGER

POSITION SUMMARY: Employees in this position have the additional training and ability to perform more complex duties and responsibilities than required of support staff appointed to other Administrative Classifications. Employee is responsible for performing a broad range of administrative and clerical support duties requiring skills in data entry and word processing, and includes preparation of correspondence, work orders, data collection for reports, payroll, personnel and other records. Employee must be able to exercise independent judgment based on a general knowledge of the operations of the City and work within the framework of Departmental policy, and work with minimal supervision. May supervise other support staff. May occasionally be scheduled to work overtime/weekends. Qualifications and a summary of essential and related duties and responsibilities are set forth below.

ESSENTIAL JOB FUNCTIONS:

- Provide a broad range of administrative support functions, assisting management personnel in the performance of their responsibilities.
- Coordinate processing of interdepartmental assignments.
- Analyze operating procedures and propose modifications to reduce operating costs and/or improve efficiency.
- Understand and apply City rules and regulations.
- Utilize word processing applications to prepare daily correspondence. Receives, responds to and/or routes calls and mail.
- Prepare reports and complete forms and documents.
- Interact effectively with the public, officials, supervisors, and other employees.
- Prepare and maintain personnel information and other materials as required by public records law.
- Work safely, diligently and responsibly at completing assigned duties.
- Perform other duties not specifically enumerated within the job functions listed above as may be required at the discretion of the City.

JOB STANDARDS:

Education and Experience

Any combination equivalent to the education and experience likely to provide knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education: High school diploma or GED equivalency certificate as issued by a State Board of Education, supplemented by specialized business school and/or appropriate college level course work. Associates Degree from a college or university acceptable to the City preferred.

Experience: Five (5) years experience in clerical/administrative work. One year of college may be substituted for one year of experience. An Associates Degree or equivalent from a college acceptable to the City may be substituted for 2 years of experience. A Bachelors Degree from a college acceptable to the City may be substituted for 3 years of experience. Advanced knowledge of word processing and spreadsheet programs required.

Additional administrative/clerical experience, including staff supervision and advanced Word and Excel experience and use of database and presentation programs preferred.

Licenses, Certification or Registrations: Valid Florida driver's license and must be insurable by the City's insurance carrier. Must be eligible for appointment as a Notary Public in the State of Florida.

CRITICAL SKILLS, ABILITIES, & EXPERTISE:

Physical Requirements: Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Motor skills ability to operate office equipment without excessive accommodation, and a good depth perception. Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Equipment: Personal computer, calculator, telephone, copy machine, facsimile, related office and instructional equipment and a motor vehicle.

Skills & Expertise: Ability and willingness to accept responsibility for the effective implementation of assigned policies and procedures. Ability to analyze written reports containing factual and mathematical data and apply the information in completing assigned responsibilities. Ability to set up and maintain complex filing and related record systems. Skill and accuracy in the operation of a typewriter and computer. Ability to use various computer applications with specific knowledge in word processing and spreadsheet programs. Ability to prioritize and complete assignments accurately and on time. Ability to project a good public image and maintain effective customer relations. Interact courteously with the public, officials, supervisors and co-workers. Willingness and ability to comply with the City's regulations and procedures, exercise sound judgment, perform at a high level of efficiency and productivity, and support the City's goals and objectives. Ability to work independently and confidentially without close supervision. Advanced ability to read, comprehend, implement, and complete written and/or oral directions in English. Ability to prepare correspondence at a professional level utilizing modern business English. Comprehensive knowledge of modern office principles, practices and procedures. Ability to maintain acceptable work schedule and attendance record.

ENVIRONMENTAL FACTORS

Job Location: Primary location is within the City of Brooksville's City Hall. Constantly working inside, usually working alone, however in close proximity to, and with regular contact with others.

MARGINAL/SECONDARY JOB FUNCTIONS:

- Performs other reasonably related duties as assigned/directed by the City Manager.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Employee Signature

Date

Supervisor Signature

Date

HR INFORMATION	REVISION DATE: May 17, 2017
FLSA STATUS: Non-Exempt/Hourly	EEO CATEGORY: W/C CODE: 8810
PAY GRADE: 582	SALARY RANGE: \$12.69 to \$19.55 hourly