



TOWN OF SURFSIDE

ADMINISTRATIVE ASSISTANT

DEPARTMENT: EXECUTIVE

NON-EXEMPT

GENERAL DESCRIPTION:

Performs advanced secretarial and administrative work for the Executive department. Work is performed under the general supervision of the Town Manager and/or designee.

ESSENTIAL JOB FUNCTIONS:

1. Composes departmental correspondence and documents.
2. Conducts research, data collection and analysis of information for use by the Town Manager.
3. Provides administrative support for any board or committee established as needed.
4. Transcribes and proofreads complex reports. Receives, reviews, and distributes reports to appropriate staff.
5. Schedules all appointments and meetings for the Town Manager and maintains appointment calendar which entails continuous contact with the Mayor and Commission, Department Directors, key staff, individuals / groups in the public/private sector, to make specific arrangements to accommodate a smooth schedule for the Town manager.
6. Assists with agenda preparation, collects and provides support materials, coordinates staff reports and prepares consolidation of reports for use by the Town Manager.
7. Interacts with elected officials, consultants, Town staff members, and the general public.
8. Performs clerical duties such as scanning, filing, managing office records and supplies and assisting in the work of the department.
9. Reviews incoming mail to determine if another department must review prior to Town Manger's possession; responsible for all outgoing mail from the Town Manager's office to be distributed, copied, or handled as assigned by the Town Manger.
10. Maintains tickler file for future meetings/correspondence and reviews on a daily basis.
11. Maintains pending system dealing with assignments to the other departments/staff.
12. Answers phone and directs calls.
13. Coordinates the monthly meeting of local municipal city/town/village managers.
14. Coordinates meetings with the Town Manager for individual Town Commissioners for briefings on relevant items, issues, and Town Commission agenda.
15. Processes accounts payable and reimbursements for the Town Manager and Town Commission.

16. Participates in staff meetings with the department heads and key staff to review and follow up on action items; takes notes
17. Facilitates arrangements for travel and logistics for meetings, engagements and conferences; process related expense reports and reimbursements for Town Manager and Town Commission.
18. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

MINIMUM QUALIFICATIONS:**KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of the Department's rules, regulations, policies and procedures.
- Knowledge of modern office practices, procedures, equipment and secretarial techniques.
- Knowledge of business English, spelling and arithmetic.
- Knowledge of the Department's rules, regulations, policies and procedures.
- Must be computer literate with knowledge of Microsoft Suites.
- Must be fluent in the English language.
- Ability to deal with confidential and sensitive matters.
- Ability to communicate in Spanish is a plus.
- Ability to perform and organize work independently.
- Ability to prepare effective correspondence on routing matters and to perform routine office management details
- Ability to understand and carry out complex oral and written instructions.
- Ability to handle stressful and physically demanding situations.
- Ability to keep records and make reports from such records.
- Ability to input, access, and retrieve data from a computer.
- Ability to establish and maintain effective working relationships with other employees and the general public and to deal with public relations problems courteously and tactfully.

EDUCATION AND EXPERIENCE:

Associate degree in related field with three (3) years' administrative experience.
(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGULATIONS:

None.

ESSENTIAL PHYSICAL SKILLS:

- Ability to operate a computer.
- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate effectively both orally and in writing.
- Walking.
- Standing.
- Bending.
- Stooping.

ENVIRONMENTAL CONDITIONS:

- Works inside.
- Some stressful situations.

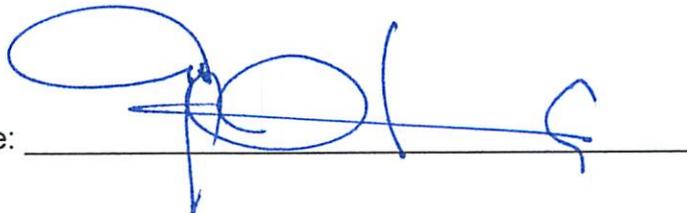
(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Revision History: NEW 9/20/19

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager's Signature: _____

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