

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Administrative Assistant
DEPARTMENT: Various
FLSA STATUS: Non-exempt

GENERAL PURPOSE:

Performs senior-level administrative support work, which involve coordinating the dissemination of departmental and City information, developing filing systems, and coordinating internal administrative support work. Work is performed under limited supervision with moderate latitude. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Composes, edits, and prepares correspondence, ordinances, minutes, reports and other documents
- Maintains departmental records and files, which includes scanning documents and conducting records retention activities
- Monitors and processes purchasing requisitions, reconciles invoices and provides to appropriate city department for additional further processing
- Operates a computer, photocopier, printer, calculator, facsimile machine, or other office equipment
- Performs customer service activities, which includes responding to in-person or telephone inquiries, greeting the public, providing information on departmental services and functions, and directing callers to appropriate personnel
- Performs payroll functions, such as maintaining timekeeping information and processing and submitting information to finance department
- Prepares monthly operations and reconciliations reports, reimbursement reports, and other reports as needed
- Requisitions supplies and equipment; assists in the preparation of budget and payroll, reviews operating reports for accuracy and performance to policies and standards, and updates
- Performs administrative aspects related to the payroll and time tracking system for assigned department/division
- May provide support in the coordinating and scheduling of departmental meetings calendars

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- May provide general guidance, training, and support assistance to lower level associates
- May provide customer service and act as back-up support for other City positions
- Performs other duties as assigned

Performs specific duties based on department / division assignment. For example:

Community Relations:

- Generates weekly city newsletter
- Assists in organizing city events such as Butterfly Festival and the Citizens Academy

City Clerk:

- Attends various meetings to document proceedings
- Transcribe minutes of various board meetings

City Commission:

- Organizes and informs City officials of conferences and meetings
- Prepares travel-related documents for elected officials

Finance and Administration:

- Provides administrative support in the preparation of budget documents including the design and assembly of required budget sections and the drafting of required notices and ordinances
- Assists in the completion and submission of required financial and budget documents to various state of Florida departments
- Assist in the compilation of the City's Comprehensive Annual Financial Report (CAFR)

Human Resources:

- Scans and electronically indexes confidential personnel files, employment applicant documents, and archives in accordance with retention schedules
- Assists with the recruitment process, including distributing job postings, updating the job line, preparing application packets, scheduling applicant exams, scanning applicant documents, and entering information into applicant tracking systems
- Assists in with the data entry of information into the City's HRIS system

Information Technology:

- Assists in logging and assigning citywide help desk requests
- Schedules repairs of IT related assets and tracks IT inventory

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Parks and Recreation:

- Requests payments and tracks renewal of licenses (music and movies) for department to maintain current effective dates
- Disseminates information to the department administrative support personnel to improve and resolve problematic departmental issues

Public Works:

- Provides assistance regarding concerns and issues related to garbage collection services such as residential pickup, recycling, bulk pickup and commercial recycling program
- Assists in the records, permitting, budget review, grant administration and payment processing for public work projects

MINIMUM QUALIFICATIONS:

High school diploma or GED required supplemented with two (2) years of directly-related administrative support experience; equivalent combination of education, certification, training, and / or experience may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of standard office practices, procedures, equipment, business math; and administrative support techniques
- Advanced knowledge of the English language including the meaning and spelling of words, rules of composition, and grammar
- Advanced knowledge of Microsoft Office products (Word, Outlook, and Excel) or similar computer software
- Knowledge of department and city rules, regulations, policies and procedures.
- Skill in resolving complex problems independently decision making
- Ability to organize and prioritize work, as well as to balance business needs, employee needs, and business risk
- Ability to quickly and independently learn new software
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to maintain a high level of confidentiality
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

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PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Employee Signature

Date