

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

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

GENERAL PURPOSE:

Performs senior and/or lead-level work in complex administrative support work for a department. Provides a wide variety of sensitive and confidential administrative support functions for a large department. Work is performed under limited supervision with considerable latitude in the use of initiative and independent judgment. 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.

- Oversees the department's administration of compliance report preparation
- Composes, edits, and prepares correspondence, evaluations, ordinances, minutes, reports, training logs, and other documents
- Maintains confidential departmental records and files, which includes preparing personnel records, scanning documents, recording and reporting licensing and training data, and conducting records retention activities
- Coordinates and schedules of departmental meetings calendars
- 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 preparing personnel action forms, maintaining timekeeping information, and processing and submitting information to finance department
- Prepares, monitors, and processes purchasing requisitions; reconciles invoices and provides to appropriate city department for additional further processing
- Requisitions supplies and equipment, assist in the preparation of budget and payroll, reviews operating reports for accuracy and adherence to policies and standards, and updates
- May interact with high level professional employees in the preparation of complex legal documents, policies, procedures, and reports
- May provide general guidance, training, and support assistance to lower level associates and administrative support staff

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- May take the lead on administrative aspects related to payroll and time-keeping tracking system for a large department
- May lead the work of staff in the preparation of monthly operations and reconciliations reports, reimbursement reports, and other reports as needed
- May lead and coordinate the work for assigned administrative staff
- May provide customer service and act as back-up support for other City positions
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

High school diploma or GED required supplemented by three (3) or more 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 advanced 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 department needs, employee needs, and citizens' needs
- Ability to lead the work of others
- 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

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station.

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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)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date

