

# JOB ANNOUNCEMENT

## City of Treasure Island, Florida

**TITLE OF POSITION:** Administrative Assistant – PART TIME  
**VACANCY DATE:** August 3, 2015  
**SALARY:** \$13.95 - \$20.82  
**CLOSING DATE:** Open Until Filled

### CITY OF TREASURE ISLAND JOB DESCRIPTION

**JOB TITLE:** ADMINISTRATIVE ASSISTANT (PART TIME)

**GRADE:** 8

**DEPARTMENT:** FIRE DEPARTMENT

**SALARY:** \$13.95 - \$20.82

**GENERAL DESCRIPTION:**

This is a highly responsible and advanced staff assistant position which includes administrative responsibility in functioning as an aide to a department director. This position acts in the capacity of a customer service representative regarding the municipal services provided for by the department. Duties also involve the processing of invoices, creation of purchase orders and creating and assembling budget input for the department. Work is performed under the administrative direction of the Department Director.

**ESSENTIAL JOB FUNCTIONS:**

1. Performs duties of a staff assistant including greeting visitors and citizens, securing details of specialized information, assisting in office research and providing information regarding the services and operation of the unit.
2. Keeps and schedules appointments for the director.
3. Acts in the capacity of a customer service representative regarding the services provided to the citizens by the department. Receives and screens calls and refers callers to other employees or divisions within the City.
4. Processes time cards for the Department and completes payroll.
5. Takes notes and minutes of conferences, meetings and functions as required.
6. Prepares forms and composes and proofs letters in preparation for signature.
7. Sets up and maintains specialized office files. Files letters, reports and related technical information in the prescribed manner. Maintains confidential files.
8. Researches and acquires data from City sources and assembles information for supervisor's use. Assists in the preparation and maintenance of department records.

9. Opens, prioritizes and processes mail.
10. Assembles the annual input for the department's annual budget, working with the departmental division staff responsible for budget creation. Works closely with the Finance department.
11. Creates and tracks purchase orders.
12. Processes invoices for payment.
13. Operates a PC, fax machine, copy machine and type writer.
14. Serves in a staff position as a "confidential" employee.
15. Performs related work as required.

(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, SKILLS AND ABILITIES:**

- Considerable knowledge of modern office practices and procedures, business English, spelling and bookkeeping practices.
- Skill in the use of a PC terminal and other equipment utilized in a modern office environment
- Ability to perform mathematical calculations and tabulations of moderate difficulty, rapidly and accurately.
- Thorough knowledge of professional office practices and procedures.
- Knowledge of the overall functions and operations of the department to which assigned.
- Knowledge of office data research techniques.
- Thorough knowledge of MS Outlook, Word and Excel.
- Familiar with MS Access and PowerPoint with the ability to become proficient with use.
- Ability to adapt to all city wide software as necessary.
- Ability to understand and follow complex oral or written instructions and to communicate clearly and concisely, orally and in writing.
- Ability to maintain effective working relationships with employees, businesses, other agencies and the public as necessitated by the work.
- Must have good customer relations skills.
- Ability to file and retrieve files including reports, permits, contracts, invoices and memoranda.
- Ability to create and utilize an electronic filing system.
- Must have excellent time management skills.
- Ability to perform varied complex technical and clerical operations rapidly and accurately.
- Ability to work independently and to carry out assignments to completion with minimum supervision.
- Ability to adhere to prescribed routines and practices, maintain complex records, and to make reports requiring extreme accuracy.

- Able to comply with work schedules and maintain satisfactory attendance.
- Must be able to receive the public with considerable poise, tact, patience and courtesy.
- Must be able to maintain confidentiality.

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited high school or equivalent, supplemented with Preferred completion of two years of college with courses in accounting or business administration.

A minimum of four (4) years administrative or complex clerical and typing experience.

Ability to type accurately at 45 words per minute.

Demonstration of a mastery of MS Outlook, Word and Excel.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Valid Florida Driver's License.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing.
- Ability to access input and retrieve information from a computer.

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.

(Reasonable accommodation will be made for otherwise qualified individuals with a disability.)