

JOB ANNOUNCEMENT

City of Treasure Island, Florida

TITLE OF POSITION: Administrative Assistant – PART TIME
VACANCY DATE: February 28, 2018
SALARY: \$ 14.09 - \$ 21.03
CLOSING DATE: Open Until Filled

CITY OF TREASURE ISLAND JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT (PART TIME)

GRADE: 8

DEPARTMENT: FIRE DEPARTMENT

SALARY: \$14.09- \$21.03

GENERAL DESCRIPTION:

This is a highly responsible and advanced staff assistant position which includes administrative responsibility in functioning independently and 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, providing travel arrangement support and maintaining travel records.
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. Responds directly to inquiries of a non-technical nature, verbally and/or in writing.
4. Certifies timekeeping sheets each pay period for the Department and enters into online payroll program.
5. Works closely with the City Fire Inspector to maintain commercial business files and invoices appropriately based on City fee schedule. Follows up, as needed, for past due accounts.
6. Manages the specialty Fire Rescue programs for all Firefighters and reports, as applicable, to various State and County agencies.

7. Manages and maintains Certifications for Department employees; including notifications that renewals are due.
8. Takes notes and minutes of conferences, meetings and functions as required.
9. Prepares forms and composes and proofs letters in preparation for signature. Additionally, composes draft Resolutions and Cover Memos for pertinent department efforts for City Commission review.
10. Sets up and maintains specialized office files per City retention guidelines. Files letters, reports and related technical information in the prescribed manner. Maintains confidential files.
11. Opens, prioritizes and processes mail.
12. 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.
13. Manages and acquires office supplies and service requests for repairs and maintenance of facility office equipment, and furniture.
14. Creates and tracks purchase orders.
15. Processes invoices for payment.
16. Operates a PC, fax machine, copy machine and multi-line phone and paging system.
17. Serves in a staff position as a "confidential" employee.
18. 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:

- Extensive knowledge of modern, professional office practices and procedures, business English, spelling and bookkeeping practices.
- Demonstrated skill in the use of a PC and other equipment utilized in a modern office environment.
- Thorough knowledge of MS Outlook, Word and Excel.
- Experience in independently implementing a project from conception through completion.
- Ability to adapt to all city-wide software as necessary.
- Experience in understanding and following complex oral or written instructions and to communicate clearly and concisely, orally and in writing.
- Experience in technical writing documents and drafts for anticipated programs and services.
- Ability to maintain effective working relationships with employees, businesses, other agencies and the public as necessitated by the work.

- 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 and program management skills.
- Experience in working independently and to carry out assignments to completion with little or no supervision, and within time constraints.
- Experience in juggling multiple projects with competing priorities and deadlines.
- 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.

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

Ability to type accurately at 45 words, or more, 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.)