

	THE CITY OF KEY WEST Job Description	Union, Hourly Position	
		DATE OF REVISION	3/10
POSITION	ADMINISTRATIVE ASSISTANT II	MIN. HOURLY WAGE	\$12.9965
DEPARTMENT	COMMUNITY SERVICES (19-05-519)		
JOB CODE	30065	GRADE	G18

PHYSICAL LOCATION:

- 633 Palm Avenue Rear, Key West 33040 (Key West Community Services Department).

REPORTING RESPONSIBILITIES:

- Reports directly to the Director of Community Services or his/her designee.

GENERAL FUNCTIONS:

- This is a highly diversified/advanced secretarial, clerical position with administrative work requiring confidentiality for the Community Services Department. Participates extensively in the administration of the office by applying a considerable working knowledge of the programs and operation under the direction of the Deputy Director of Community Services. Applied knowledge of administrative procedures combined with learned knowledge of the City's policies to produce any assigned documents in final form without clerical errors. Performs a variety of difficult auxiliary tasks which are broader in nature and scope than secretarial requirements and whenever needed, demonstrate independent judgment and decision making skills when delegated or approved.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak, and understand English in order to communicate effectively with co-workers and the public.
- Able to work a forty (40) hour work week and occasional overtime when necessary.
- Able to use equipment and/or materials as specified in this job description.
- Able to see and hear well enough to perform the duties specified in this job description.

EQUIPMENT TO BE USED:

- Copy machine(s), typewriter, personal computer and related equipment, fax, calculator, two-way UHF radio, laminating system and other miscellaneous equipment.

ENVIROMENT:

- Air-conditioned office space.
- Field work outside and other environmental conditions possible.

PHYSICAL REQUIREMENTS:

- Standing 5%
- Bending 5%
- Walking 5%
- Reaching 5%
- Climbing Stairs 5%
- Sitting 75%

DUTIES/TASKS/JOBS:

- Receives all telephone and personal callers to office, screening those, which can be transferred to other areas, answers questions including those requiring technical knowledge and department history and/or research.
- Assist with notification, if necessary, to city associates and outside agencies of special events.
- Personally takes care of many matters and concerns including answering substantive questions sometimes requiring detailed research or technical knowledge.
- Keeps confidential all matters that are normally classified as such until otherwise instructed by the department Deputy Director and preserves all documents pertaining to these matters.
- Prepares, submits and maintains all department related account receivables/payables.
- Tracks and monitors disciplinary actions of employees.
- Assist Community Services- Public Works Superintendent with maintenance and basic procedures of work orders.
- Sets up and maintains Community Services- Public Works administrative files, performs filing for department deputy Deputy Director and Public Works Superintendent, and maintains follow-up files on administrative correspondence.
- Organize various informational and statistical reports at the direction of the department Deputy Director.
- Prepares and maintains all payroll records including Workers Compensation claims for the Public Works, Cemetery, and other cost centers.
- Maintain and coordinate inspections yearly for fire extinguishers throughout city offices.
- Maintains calendar, schedules appointments, special events and conferences.
- Provides Deputy Director with the issues of concern and updates on daily activities.
- Composes appropriate response to issues and/or questions that may include in detailed research or technical knowledge of Community Services related activities.
- Assists with the preparation of monthly reports for the Deputy Director.
- Assists with the department budget development.
- Transcribes correspondence from oral dictation, speedwriting or handwritten draft for Deputy Director.
- Maintains all financials for department to include requisitions, blanket/ regular purchase orders, purchase exceptions, and budget transfers, etc.
- Receives all department requests for information, advises when material will be available and personally prepares or follows up to see it is prepared in a timely fashion.
- Maintains department archives.
- Answers routine correspondence and compose letters and memoranda for the Deputy Director and Superintendent of Community Services.
- Performs and compiles research and other information relating to public requests.
- Prepares and maintains all purchasing records for department.
- Maintain cleaning supply inventory for cleaning contract vendor and order supplies.
- Provides administrative support for Community Services as part of the Emergency Management Team, routing calls and inquiries to the proper authority and providing secretarial support to meetings as assigned.
- Responsible for administrative support and assisting the Deputy Director and the Superintendent of Public Works to coordinate and supervise the activities of assigned office personnel.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- Must possess knowledge of clerical techniques and practices.
- Must demonstrate a good command of business English, grammar, punctuation and spelling both oral and written.
- Ability to multi-task a heavy workload of varying projects in a quality manner.
- Ability to assemble, organize and prioritize data to meet multiple deadlines.
- Ability to follow simple and complex instructions delivered oral and written.
- Must possess a working knowledge of, or demonstrate the ability to learn, City policies and procedures.
- Must demonstrate ability to effectively handle requests by City associates and members of the public.

- Skill in preparation of account receivables and reconciliation of revenues.
- Skill typing accurately from rough draft or plain copy.
- Ability to use several references as in input sources to prepare a final document incorporating the source documents.
- Able to work independently within the scope of existing City and departmental rules.
- Knowledge of general bookkeeping practices.
- Must be computer literate and posses a minimum of two years experience with spread sheets, database management and word processing, to include but not limited to Microsoft Word, Excel, and Outlook.
- Minimum typing speed 40 correct wpm as certified by the State of Florida Job Service.
- High School Graduate or G.E.D
- Four years secretarial/administrative experience of a progressively responsible mature or an equivalent combination of training and experience.
- Shorthand, speedwriting or ability to transcribe from recorded tape desired but not required.

Periodically duties, equipment, material and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be needed.

I _____, have read this job description and hereby agree with above noted “Acknowledgements”, that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

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VETRANS PREFERENCE EMPLOYER
& a DRUG-FREE WORKPLACE**

Apply at:

**City Hall Annex, Office of Human Resources
525 Angela Street
Key West, FL 33040
Telephone: (305) 809-3714**