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|  | THE CITY OF KEY WEST Job Description | Union, Hourly Position | |
| | | DATE OF REVISION | 6/10 |
| POSITION | Administrative Specialist | MIN. HOURLY WAGE | \$15.0463 |
| DEPARTMENT | COMMUNITY SERVICES | | |
| JOB CODE | 43895 | GRADE | G23 |

PHYSICAL LOCATION:

- Service area is located at the KWDOT facility but this position may require travel to and from other city owned facilities.

REPORTING RESPONSIBILITIES:

- Reports directly to the Director of Community Services

GENERAL FUNCTIONS:

- Participates extensively in the administrative office operations by demonstrating considerable knowledge of all programs and operations under the direction of the Director of Community Services. Performs a variety of difficult auxiliary tasks supporting Community Services Department demonstrating independent judgment and decision making skills. Provides administrative support for the Department; Public Works; Fleet Maintenance; Facility Maintenance; Cemetery; Douglass Gym; Dr. Martin Luther King Center and the Tree Commission, including preparation of documents, attending meetings, recording minutes and permits. Provides training, direction and oversight of clerical staff.

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.
- Ability to efficiently handle requests by City Associates and members of the public on a daily basis.

EQUIPMENT TO BE USED:

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

ENVIROMENT:

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

PHYSICAL REQUIREMENTS:

- Standing 25%
- Bending 15%
- Reaching 15%
- Climbing Stairs 5%
- Sitting 25%
- Lifting 15%

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 to include the Parks and Recreation Department; Douglass Gym; Dr. Martin Luther King Community Pool; BRAC Property; Tree Commission; Landscaping, Public works; Fleet Maintenance; Facility Maintenance and Cemetery.
- Responsible for planning, scheduling, purchasing and requisitions as well as pricing out a variety of materials, supplies and equipment essential to the day to day operations of the Community Services Department.
- Assist with notification, scheduling and preparation, 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 to include the Parks and Recreation Department; Douglass Gym; Dr. Martin Luther King Community Pool; BRAC Property; Tree Commission; Landscaping; Public works; Fleet Maintenance; Facility Maintenance and Cemetery.
- See that the department manager is fully briefed on matters to be considered; keeps confidential all matters that are normally classified as such until otherwise instructed by the department 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.
- Involved in preparations for goals set for Community Services Department
- Assist with maintenance and basic procedures of work orders.
- Sets up and maintains Community Services administrative files, performs filing for department director and maintains follow-up files on administrative correspondence and also to include the Parks and Recreation Department; Douglass Gym; Dr. Martin Luther King Community Pool; BRAC Property; Tree Commission; Landscaping and Public Works; Fleet Maintenance; Facility Maintenance and the Cemetery
- Organize various informational and statistical reports at the direction of the department Director.
- Prepares and maintains all payroll records.
- Prepares paperwork for workers compensation claims, follow up with risk management and coordinate any light duty assignments in department.
- 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 Director.
- Assists with development of annual department budget and monthly tracking and monitoring line item expenses.
- Transcribes correspondence from oral dictation, speedwriting or handwritten draft for Director.
- Maintains department archives.
- 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 to the Director of Community Services to assist/ coordinate and supervise the activities of assigned office personnel to include the training of administrative staff; and will provide direct supervision of department clerical staff monitoring work assignments and work product as assigned by department head.
- Serves as back up for the Fleet Management Administrator or designee in their absence
- Responsible for purchasing and requisitions for the Community Services Department to include Fleet Services.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- Must possess knowledge of advanced secretarial 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 possess a minimum of two years experience with spread sheets, database management and word processing, to include but not limited to Microsoft Word and Excel.
- Minimum typing speed 55 correct wpm as certified by the State of Florida Job Service.
- High School Graduate or G.E.D
- Preferred 2 year Associate degree.
- Four years administrative experience of a progressively responsible nature or an equivalent combination of training and experience as determined by the Department head
- 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

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION
VETRANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE**

Apply at:

**City Hall Annex, Office of Human Resources
3102 Flagler Avenue
Key West, FL 33040
Telephone: (305) 809-3714**