

City of DeFuniak Springs

71 US Hwy. 90 W.
Post Office Box 685
DeFuniak Springs, FL 32435



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www.defuniaksprings.net

JOB NOTICE **ADMINISTRATIVE ASSISTANT – PLANNING DEPARTMENT**

Post Date: April 6, 2021

Close Date: Open Until Filled

FLSA Status: Non-Exempt
Starting Pay Rate: 30,879.71 DOQ

Job Summary:

Serves as an administrative assistant to the Planning Director. Performs routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, and assisting the general public.

Essential Job Functions:

- Maintains project files, easements, and other special projects as needed.
- Assists in writing, revising, editing, and proofreading City policies, procedures and other related documents as needed.
- Prepares and manages correspondence and coordinates and schedules meetings and appointments as directed by the Planning Director.
- Schedules, prepares agenda, and takes minutes for meetings as directed.
- Files and organizes documents.
- Acts as a Public Records Custodian.
- Greets visitors and answers telephone calls and directs to appropriate personnel or department.
- Assists with the daily functions of the Planning Department.
- Opens and distributes mail.
- Adheres to work schedule and attendance requirements.
- Performs other duties as directed and required.
- Adheres to all safety rules and regulations.
- Must create a positive public image as a representative of the city.

Position Qualifications:

Graduation from a standard high school, GED, business school or vocational school, including or supplemented by, courses in typing and secretarial science, although an Associate's Degree is Preferred. A progressively demonstrated skill of at least five (5) years experience and aptitude for performing responsible clerical work, preferably in the public sector. Knowledge of personal computers and Microsoft Office Environment. Any combination of training and experience which provides the required knowledge, skills and ability. A preferred typing speed of 35 w.p.m. or better. Requires a valid driver license.

Applications may be obtained by visiting the City's website at www.defuniaksprings.net or City Hall, 71 US Hwy 90 West, DeFuniak Springs, Florida 32433. For more information, please contact the human resources department at 850-892-8500x119.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. The City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military.