

City of DeFuniak Springs

1350 Baldwin Ave
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DeFuniak Springs, FL 32435



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www.defuniaksprings.net

JOB NOTICE **ADMINISTRATIVE ASSISTANT – PUBLIC WORKS DEPARTMENT**

Post Date: June 5, 2023

Close Date: Open Until Filled

FLSA Status: Non-exempt

Starting Pay Range: 32,423.70-55,768.76 DOQ

Job Summary:

Under the direction of the Public Works Director, performs a variety of routine and complex professional administrative, clerical, technical, and confidential work; performing day-to-day tasks necessary to ensure accurate and timely performance of duties. This position requires the ability to work independently, exercising good judgement and initiative.

Required Qualification(s):

High school diploma or GED obtained. A progressively demonstrated skill of at least five (5) years' experience and aptitude for performing responsible clerical/administrative work. Must be proficient in Microsoft Office computer programs. Requires a valid driver license. CPR certified or ability to obtain certification.

Preferred/Desirable Qualification(s):

A Bachelor's Degree. Prior governmental experience. Florida Public Notary.

An equivalent combination of education, training and experience may be substituted for the minimum requirements.

Applications and a complete job description may be obtained by visiting the City's website at www.defuniaksprings.net or City Hall, 1350 Baldwin Ave, DeFuniak Springs, Florida 32435. For more information, please contact the human resources department at 850-892-8500x1121.

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.

City of DeFuniak Springs – Administrative Assistant

FLSA STATUS: Non-Exempt
SUPERVISORY STATUS: Non-Supervisory

DEPARTMENT: Public Works
REPORTS TO: Public Works Director

JOB SUMMARY:

Under the direction of the Public Works Director, performs a variety of routine and complex professional administrative, clerical, technical, and confidential work; performing day-to-day tasks necessary to ensure accurate and timely performance of duties. This position requires the ability to work independently, exercising good judgement and initiative.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Serves as confidential Administrative Assistant to the Public Works Director.
- Provides clerical and administrative support to Public Works Department, including but not limited to routine office tasks, creating forms, reports, and other documents as requested, preparing and maintaining calendar for department operations, distributing mail, ordering supplies, uniforms, and equipment, processing department correspondence, receiving and routing telephone calls, greeting visitors, responding to inquiries and public records requests for the department.
- Assists with the daily functions of the Public Works Department.
- Assists in writing, revising, editing, and proofreading City policies, procedures and other related documents as needed.
- Prepares and manages correspondence, assists with travel details for business trips, and coordinates and schedules meetings and appointments as directed by the Public Works Director.
- Schedules, prepares agenda, and takes minutes for meetings, as required.
- Assists with preparing payroll as needed and conducts follow-up on payroll issues for the Public Works Department.
- Assists with coordinating, scheduling, and processing all Public Works applicants.
- Maintains all sensitive and confidential files, records, and materials specific to the office of the Public Works Director, including those related to preparation for conduct of collective bargaining negotiations and administration of collective bargaining agreements.
- Reviews and manages electronic communications received by Public Works Director, as needed or requested, and maintains in confidence any confidential materials contained therein.
- Assists in the preparation of budget information and presentations.
- Assists in preparation of bid specification packages, as required.
- Assists in preparing and submitting agenda requests.
- Assists in issuing public service announcements for interruptions in service, road closures, and other matters related to public works.
- Maintains Public Works Department inventory.
- Processes purchase orders, invoices, expense reports for the Public Works Department; tracks and monitors invoices charged against purchase authorizations and purchase requisitions.
- Maintains line spot information, ticket entry applications and contact information for the Florida Sunshine One Call Dig Center.
- Generates work orders for divisions of Public Works Department, as required.
- Organizes and maintains Public Works Department records and files.
- Works as a team member with other support staff to ensure smooth operation of day-to-day business within the Public Works Department.
- Develop educational and community outreach presentation materials.
- Acts as backup for Cemetery Maintenance Foreman, as needed.
- Participates in and completes special projects as required.
- Participates on committees and with events as needed.

- Attends City meetings and workshops as required.
- Adheres to work schedule and attendance requirements.
- Adheres to all safety rules and regulations.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the City.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of public relations and communications principles and practices.
- Knowledge of office management, personnel, financial, and administrative practices.
- Knowledge of computers and job-related software programs.
- Skilled in operation of Microsoft Office computer programs and other office equipment.
- Skilled in creating ideas that improve production, organizational performance, or result in cost or time savings for the department.
- Skilled in establishing and maintaining effective work relationships and communicating in a positive and respectful manner with City staff, officials, other government and private agency officials, and the general public.
- Skilled in dealing with customers and able to handle stressful situations.
- Skilled in managing multiple projects and deadlines.
- Skilled in organization, including attention to detail.
- Ability to demonstrate initiative and creativity in coordinating tasks and projects.
- Ability to collect and analyze information, to interpret policies and other materials, and to assist in the development of workable solutions.
- Ability to plan and coordinate administrative activities and schedules in municipal government.
- Ability to manage and prioritize routine, specialized, and complex assignments and problems.
- Ability to demonstrate flexibility and cooperative attitude when faced with change.
- Ability to develop and manage an accurate record keeping system.
- Ability to be flexible and change job priorities at a moment's notice.
- Ability to communicate effectively verbally and in writing with staff, City Officials, and the public.
- Ability to work harmoniously with a diversity of individuals both inside and outside the City offices.
- Ability to make sound professional judgment based on department needs and cost effectiveness.
- Ability to operate motor vehicle to drive to training centers or various departments as necessary.
- Ability to travel occasionally for meetings, training, or career development.

QUALIFICATIONS, TRAINING AND EXPERIENCE:

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PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical Demands:

Required to operate a vehicle and/or equipment. Requires the ability to coordinate hands and eyes using modern office equipment and must have moderate levels of eye/hand/foot coordination. Requires use of

hand/fingers to handle, feel, and operate objects, tools, or controls such as keyboard; and reach with hands and arms. Specific vision abilities require close vision and ability to adjust focus. Requires the ability to differentiate colors and shades of colors and the ability to talk and hear. Must be able to lift and/or move up to twenty-five (25) pounds. Physical demands are in excess of sedentary work; requires prolonged periods of standing. Occasionally required to stand, walk, stoop, kneel, and crouch.

Work Environment:

Typical work environment will be in an office setting. The noise level is usually quiet to moderate. Occasionally exposed to outdoor weather. Requires occasional travel representing the City at meetings, in various professional associations, or for training and career development.

This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Employee Signature: _____ Date: _____