

**City of Dunedin, Florida
Class Description**

Position Title: **Administrative Assistant**
Community Development Department

GENERAL STATEMENT OF JOB

Under general supervision, provides routine administrative support to Department staff to help ensure effective and efficient operations. Performs related work as directed. Reports to the Business Manager, or designee.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate department/staff person. Assist homeowners and contractors with inquiries regarding building permits and inspection requests.

Issues resident parking permits and maintains log.

Assists staff by performing a variety of administrative duties, which include but are not limited to typing reports and correspondence, processing mail, ordering and maintaining inventory of office supplies and equipment, scheduling meetings and maintaining calendars, maintaining files, responding to simple correspondence, etc.

Types, processes, proofreads, copies, files, scans, emails, distributes and/or transmits a variety of routine records, forms, reports, memos, correspondence, agreements, schedules, etc. Composes/prepares simple correspondence/reports using computer. Performs computer data entry to record and retrieve department data.

Attend meetings and take minutes as requested.

Prepares purchase requisitions and enters invoices for payment.

Processes purchasing card transactions; reconciles monthly expense reports for department personnel according to established procedure.

Assists with response to department Public Records Requests.

Processes department payroll.

Assists department personnel with special projects and programs as assigned.

Ensures the proper and prompt maintenance of office equipment.

Runs work-related errands as needed; performs other work-related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent with two years of verifiable clerical or administrative work experience.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

A Notary Public designation is preferred.

SPECIAL REQUIREMENTS

Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to be onsite/available as scheduled during times of emergency as declared by the City/County Commission or City Manager.

Must possess a valid Florida driver's license.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies as they pertain to the performance of essential duties of the Administrative Assistant. Has excellent administrative, organizational, computer and interpersonal skills. Is able to maintain confidentiality as required. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the job. Has the ability to speak, write and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data and/or information according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details Performs such within well-established policies, procedures and standards. Is able to provide assistance to fellow employees as necessary. Knows how to perform duties in a courteous manner and with the utmost integrity and professionalism in the best interest of the public and the City.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of and skill in the use of modern office practices and equipment. Requires the ability to use, operate and/or handle equipment such as a computer, copier, fax machine, recording equipment, calculator, telephone.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information. Has knowledge of proper English usage, vocabulary, punctuation and spelling.

Mathematical Aptitude: Has knowledge of basic mathematics. Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; may require ability to utilize principles of fractions and/or to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written or oral form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Director of Community Development

4.15.2024

Date