

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Senior Administrative Assistant**  
Library Department

**GENERAL STATEMENT OF JOB**

Under general supervision, performs routine to moderately difficult administrative and clerical duties to ensure effective and efficient operations. Performs other related work as directed. Reports to the Library Director.

**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 and screens phone calls to the main library phone; provides accurate information to callers and/or forwards calls to appropriate staff personnel; Greets office visitors and responds to routine inquiries with accurate information. Keeps Library Director apprised of concerns and complaints from citizens, department directors and employees.

Manages meeting room reservations. Schedules meetings and maintains calendars, coordinating internal/external meetings. Works with Administrative Coordinator on all items related to meeting room. Maintains Library Calendar on room reservations and appointments.

Independently assists department staff by performing a variety of administrative duties, which include, but are not limited to, typing, transcribing, proofreading, making copies, files, sending faxes, distributing and/or transmitting a variety of confidential and routine records, letters, forms, reports, memos, correspondence, agreements, schedules, etc.

Researches, compiles and maintains data/records of a routine to moderate level of difficulty.

Makes travel arrangements for staff and arranges guest accommodations as needed;

Processes daily mail; inputs work order requests and directs responding workers on items to be completed.

Back-up for Administrative Coordinator preparing paperwork for daily deposits, invoicing, purchase orders, PCard processing.

## **Senior Administrative Assistant, Library Department**

Manages the coffee and delivery service for the library; manages all office supplies/supply room; oversees staff break room area/supplies.

Oversees copy machine, technician scheduling/visits, and copier supplies.

Performs computer data entry to record and retrieve information.

### **ADDITIONAL JOB FUNCTIONS**

Works with the Friends of the Library on their membership lists, mailing and other related administrative duties.

Types and updates all library policies, procedures as approved by the City, Library Management Team and Library Advisory Committee; maintains staff in-house notebooks with all relevant information.

Takes notes and minutes at Library meetings.

Assists with Library Department's Q drive – file maintenance and organization.

Assists Director with correspondence/typing/filing for all committees and partner organizations.

Maintains the admin hallway board.

Assists with passport program, as needed.

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent plus college-level coursework or vocational training in business supplemented by a minimum of four years of verifiable secretarial or administrative work experience.

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

### **SPECIAL REQUIREMENTS**

This position is Category C for the purposes of Dunedin Emergency Management. Employees in this category may be assigned to work as variety of schedules including compulsory work periods in special, emergency and/or disaster situations.

Must possess a valid Florida driver's license.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Senior Administrative Assistant. Has knowledge of and skill in the use of modern office

## Senior Administrative Assistant, Library Department

practices and equipment. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has knowledge of basic mathematics. Knows how to perform duties in a professional and effective manner and with the utmost integrity in the best interest of the City and the public. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has excellent administrative organizational, computer and interpersonal skills. Is able to type accurately at a rate sufficient for the successful performance of assigned duties, is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to maintain confidentiality as required. Is able to read and interpret various materials pertaining to the responsibilities of the job. 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. Is able to work under stressful conditions as needed. Has the ability to work effectively despite frequent interruptions and changing priorities. Is willing and able to offer assistance to fellow employees as necessary. 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 work.

### **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. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will.

**Equipment-Machinery, Tools and Materials Utilization:** Requires the ability to use, operate and/or handle equipment such as a computer, calculator, copier, fax machine, recording equipment and telephone.

**Verbal Aptitude:** Requires the ability to use a variety of reference and description data and information. Has the ability to communicate effectively both verbally and in writing; able to speak, write and understand English.

**Mathematical Aptitude:** 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.

**Senior Administrative Assistant, Library Department**

**Functional Reasoning:** Requires the ability to apply principles of rational system. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**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.

**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 disability and encourages both prospective and current employees to discuss potential accommodations with the employer.*

*Phyllis Gorske*

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Library Director

4/28/2023

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Date