

City of Dunedin, Florida
Class Description

JOB TITLE: Senior Administrative Assistant
City Manager Department

GENERAL STATEMENT OF JOB

Under general supervision, independently provides administrative duties to department/division staff to ensure effective and efficient operations. Performs related work as directed. Reports to the Executive Office Coordinator.

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 incumbents(s) of any particular position.

Independently assists department/division staff by performing a variety of secretarial and administrative duties, which include but are not limited to composing and/or preparing reports and correspondence, taking and transcribing dictation, researching and compiling data, maintaining inventory of office supplies and equipment, scheduling meetings and maintaining calendars, maintaining computer record-keeping operations, assisting in budget preparation and monitoring, receiving and receipting payments, maintaining financial records, establishing and maintaining filing systems, making travel arrangements for staff and arranging guest accommodations, processing daily mail and responding to correspondence, etc.

Participates on Boards or Committees as required.

Assists in the coordination, scheduling and preparation for various City committee/board meetings. Attends meetings and produces and distributes meeting minutes.

Assists in the planning, coordination and implementation of various special presentations, events and projects as assigned.

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Composes, types, copies, files and mails various routine and confidential letters of correspondence, agreements, notices, reports and official documents.

Performs computer data entry to record and retrieve information.

Anticipates and prepares materials needed by supervisor for conferences, meetings, correspondence, etc.

Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate staff person. Greets office visitors and performs customer/public service duties as required.

Receives and responds to inquiries, concerns and complaints

ADDITIONAL JOB FUNCTIONS

Performs routine clerical duties, including copying and filing documents, ordering office supplies, receiving deliveries, preparing bulk mailings, running errands, etc.

Performs 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 with four years of experience in secretarial work.

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

SPECIAL REQUIREMENTS

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 Sr. Administrative Assistant. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has

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excellent secretarial, bookkeeping, coordination, computer and interpersonal skills. ; Is able to type and take dictation 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. 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. Has the ability to speak 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. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Is able to offer assistance to fellow employees as necessary.

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, and 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, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read

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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.



City Manager



Date