

City of Dunedin, Florida
Class Description

JOB TITLE: 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 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 incumbents(s) of any particular position.

Assists staff by performing a variety of routine to moderately difficult administrative duties, which include but are not limited to a utilization of Microsoft Word and Excel, composing and/or preparing reports and correspondence taking, maintaining inventory of office supplies and equipment, scheduling meetings and maintaining Microsoft Outlook calendars, maintaining computer record-keeping operations, establishing and maintaining filing systems, responding to routine correspondence, etc.

Performs routine decision making in response to customer inquiry or request.

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

Types, transcribes, proofreads, copies, files, faxes, distributes and/or transmits a variety of confidential and routine records, letters, forms, reports, memos, correspondence, agreements, schedules, etc.

Manages meeting room reservations.

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May attend Board or Committee meetings as needed.

Prepares meeting minutes, correspondence and reports.

Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate staff person; responds to customer calls for inquiry and greets visitors.

Performs computer data entry and document scanning to record and retrieve department data; creates spreadsheets.

Processes department payroll; maintains personnel files with confidentiality.

Prepares purchasing documentation according to established procedures.

Pays invoices; processes VISA transactions; completes daily bank deposits; prepares purchase requisitions; and processes payments. Maintains ledgers for special funds.

Ensures the proper and prompt maintenance of office equipment.

Assists in preparing reports.

Assists department/division personnel.

ADDITIONAL JOB FUNCTIONS

Performs routine clerical duties, including copying and filing documents, collating materials, ordering office supplies, processing daily mail, running errands, faxing information, etc.

Performs related duties as required

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent or some college with two years of experience in secretarial work.

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

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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 Administrative Assistant. Has excellent secretarial, bookkeeping, coordination, computer and interpersonal skills. ; 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.

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. Is able to type and take dictation accurately at a rate sufficient for the successful performance of assigned duties.

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

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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. Has the ability to comprehend, interpret and apply regulations, procedures and related information. 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. Is able to offer assistance to fellow employees as necessary.

ADA COMPLIANCE

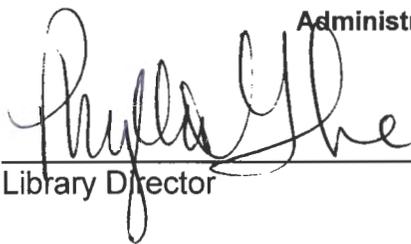
Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or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

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Library Director

11/30/15
Date