City of Dunedin, Florida
Class Description

Position Title: **Senior Administrative Assistant**

General Description of Duties

Under general supervision, independently performs higher-level administrative duties to Parks & Recreation staff to ensure effective and efficient operations within each division including Parks & Recreation Administration, Parks, Recreation, Special Events, Marina, Golf Course and Stadium.

Specific Duties and Responsibilities

Examples of 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.

Independently assists department/division staff by performing a variety of administrative duties, which include, but are not limited to, composing and/or preparing memos, letters, reports and other correspondence, 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.

Answers and screens phone calls; provides information to callers and/or forwards calls to appropriate staff person/department. Greets office visitors and performs customer/public service duties. Receives and responds to routine inquiries with accurate information, concerns and complaints from citizens, department directors and employees.

Provides assistance to Boards or Committees as required. Assists in the coordination, scheduling and preparation of various City committee/board meetings and departmental staff meetings. Attends meetings when directed and produces and distributes meeting minutes and agendas. Staff administrative liaison to the following Citizen Advisory Committees: Committee on Aging, Causeway and Coastal Waterway, Hammock Park, Parks & Recreation, U.S. Military Veteran's, Stadium, Marina and Youth Advisory. Attends other meetings as assigned.

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

Assist with scheduling of production meetings, distribution of request memos, maps, processing work orders and verification of calculation sheets for special events.

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

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

Performs computer data entry to record and retrieve information.

Maintains department petty cash fund.

Reviews and processes department employee timecards for payroll processing, in addition to compiling, reviewing and submitting payroll information for contractual employees.

Responsible for accounting and processing purchase requisitions/orders, budget transfers & amendments check processing and department credits cards. Obtains quotes as necessary. Reconciles monthly credit card invoices and reports for Parks & Recreation Administration, Parks, Recreation, Special Events and Marina staff.

Prepares travel requests, including making reservations and registrations.

Tracks, prepares and submits renewal of licenses and agreements including tracking/monitoring certificates of insurance.

Compiles and prepares reports, including but not limited to, the City Manager's monthly update, Department Annual Accomplishments, Disaster Plan, Records Retention/Deletion Reports, operating and CIP budget tracking reports and others as needed.

Assists department staff with budget development (operating and CIP) and monitoring of expenses and revenues.

Prepares publicity releases for various department events/programs and submits to local newspaper and social media contacts.

Additional Job Functions

Performs routine clerical duties, including copying and filing documents, ordering office supplies, receiving deliveries, filling in at City Hall to provide back-up clerical support during staff shortages, and 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.

State of Florida certification as a Notary Public is desired.

Special Requirements

Must have in-depth knowledge of computers, common software, and electronic filing systems.

Must possess advanced knowledge of Microsoft Office including but not limited to Word, Publisher, Excel and Outlook.

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 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 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.

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 Requirements: 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.

Vint Gingrich
Parks & Recreation Director

7/21/20
Date