

Town of Kenneth City

Position: Non-Exempt

Administrative Assistant

Job Title: Administrative Assistant
Department: Town Hall
Reports to: Town Clerk
Classification: Full time; Non-Exempt (40 Hours per week)
Compensation: \$16 to \$18.65 hourly

Summary:

The Administrative Assistant supports the Town Manager, Town Clerk, and other Town support staff, and serves as the first point of contact for all visitors to Town Hall, and the Town Departments. This is a full-time Position – 40-Hours Per-Week (Non-Exempt).

Responsibilities:

Under the direction of the Town Manager and the Town Clerk, the person in this position performs varied administrative office duties of a complex nature. The incumbent is expected to exercise independent judgment, and to make decisions regarding non-routine questions and work methods. The position requires exceptional customer service, including strong interpersonal and written communication aptitudes. Additional capabilities of the incumbent include the ability to type, proficiency in and knowledge of entering and maintaining information into databases, updating files, processing forms, researching information, managing records, scheduling appointments, providing information to callers and/or walk-in citizens and maintaining knowledge of the organization's policy and procedures.

Work is reviewed through observation, review of work products, and results obtained. Tasks include public contact, purchasing, office management, bookkeeping and assisting in the management of public records.

Essential Functions:

- Provide advanced level of comprehensive administrative support, responding to public inquiries, screening calls and acting as a liaison between citizens, staff, and supervisors, while exercising independent judgment and decisions.
- Reconciles and prepares daily cash deposits.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals; assist callers with information, as needed.
- Review and verify source materials to determine accuracy and completeness of information; follow up to correct or complete data of all database entries.
- Input information into databases, including records maintenance.
- Coordinate, manage, or maintain filing systems and recording of information.

- May compose documentation, notes, or reports, and assist with special projects as directed by Town Manager or Town Clerk.
- Assists Town Manager and Town Clerk in managing Town social media pages and Town Website and assists in the preparation of a bimonthly newsletter through Constant Contact and other social media platforms.
- Assists Town Clerk in compilation of materials associated with regular Town Council meetings, special projects, business tax receipts, accounts payable, and other front counter permitting needs.
- May greet visitors or employees and address their inquiries or direct them to the appropriate individuals according to their needs.
- May schedule or confirm appointments or meetings; may maintain complex scheduling and/or event calendars and determine the best course of action when conflicts occur.
- Operate office equipment, fax machines, scanners, copiers, and may arrange for repairs when equipment malfunctions.
- May conduct research, collecting information on non-technical, operational, or administrative issues and prepare summary of research findings.
- Enter, update, process, and maintain records, files, applications, and/or forms.
- May monitor various supply inventories and initiate purchase of office inventory and supplies.
- May assist with processing timekeeping, attendance, overtime, and time-off requests for department submission to payroll *in absence* of either the Town Clerk or Town Manager, as needed.
- May make travel arrangements for the Town Manager or Town Clerk.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed, or other similar items or tasks indicative of other municipal government administrative assistant positions. Preferred candidates will be those that are highly adaptable, people-oriented with a genuine interest in public service and administration. Additional aptitudes include learning accounts payable, business tax receipting (BTR), along with land-use, zoning, economic development, permitting, or other related functions, as needed.

Supervision:

Supervision Received: Day-to-day work is performed under the administrative direction and support of the Town Clerk and in accordance with all state and local laws and regulations.

Supervision Given: May be assigned supervisory responsibility for Town volunteers, or other technical contractors, as needed.

Job Environment:

Administrative work is performed under typical office conditions. Special events work may involve working outdoors, and under varying conditions requiring exposure to weather or other non-standard, indoor conditions. The noise level is moderate at times. Employees may be required to attend evening meetings, and/or work during weekends and holidays, as needed. Employees will be eligible for equivalent time off for work outside of his/her typical work schedule.

Recommended Minimum Qualifications:

A two-year Associate degree, or equivalent, supplemented by 2 or more years of prior career experience of working in a municipal government office, or philanthropic-related setting preferred.

Any equivalent combination of education, background and experience may be considered as a basis of qualification for the position. The importance of being a “good fit” in a small office setting will influence consideration for this position.

Must possess a valid Florida driver’s license.

Knowledge, Ability and Skills:

Knowledge of business English, spelling, and arithmetic.

Knowledge of general office practices and procedures.

Ability to operate standard office equipment such as computers and copiers.

Ability to maintain accurate records, logs, and files.

Ability to perform essential functions with frequent interruption and/or distraction.

Ability to prioritize assignments.

Ability to work independently and follow through on assignments with minimal direction.

Ability to act when answers to a problem are not readily apparent.

Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.

Ability to independently perform analysis, prepare reports, and formulate recommendations.

Ability to deal with the public in a courteous and tactful manner.

Aptitude for an attention to detail and accuracy.

Ability to work on a variety of unrelated tasks at the same time.

Ability to work effectively under time constraints to meet deadlines.

Time management skills and excellent interpersonal skills.

Verbal and written communication skills.

Accurate typing skills.

Specialized skills in using a variety of computer software systems, social media applications, and smartphone/camera.

Consensus building skills.

Advanced Publisher, Word, and Excel skills.

Physical and Mental Requirements

Ability to speak, hear and comprehend conversation spoken in English.

Ability to sit for long periods of time, not to exceed two (2) hours consecutively.

Ability to see, read, and comprehend writing and computer printouts in English.

Ability to print or write cursive letters, numbers, and words legibly in English.

Ability to lift and carry materials not to exceed 20 lbs.

Ability to stand for periods of time not to exceed 30 minutes at one time.

Ability to stoop, kneel and reach overhead for books or paper.

Ability to control behavior when encountering stressful situations, such as in dealing with the uncooperative public, peers, oral presentations, or when encountering necessary deadlines.

Ability and confidence to make decisions enabling projects to move forward, without waiting for immediate feedback when important deadlines are at risk of being met.

This job description is not intended to be and should not be construed as an all-inclusive list of the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract for employment.

The Town of Kenneth City 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.