

---

## **Executive Assistant/Human Resource Specialist**

---

**DEPARTMENT:** City Manager's Office

**GENERAL DESCRIPTION:**

This is a non-exempt position, which involves an advanced and highly skilled individual with administrative responsibilities who can multi-task in various roles in the office of the City Manager. An employee in this classification has an advanced knowledge of a wide variety of duties including clerical, accounting, grants, advanced knowledge of State and Federal laws, recordkeeping, public contact work, grants, ordinances, resolutions, transcriptions, contracts, agreements, and Worker's Compensation claims and must show independent judgment. Duties include independently preparing correspondence, taking and transcribing verbal dictation or transcribing voice recording by use of a personal computer for detailed reports, documents, and correspondence. Duties also include providing information to and receiving complaints from the public, which requires considerable tact and courtesy. Work is performed under the general direction of the City Manager and is subject to review for adherence to established policies, procedures and results obtained.

**ESSENTIAL JOB FUNCTIONS:\*\***

1. Relieves the City Manager of various administrative details in matters not requiring policy decisions; providing information concerning established policies and procedures.
2. Performs machine transcription of varied subject matters including legal, technical, financial or other specialized terminology.
3. Types letters, reports and forms; composes and types routing correspondence and statistical data; proofreads materials; utilizing computer.
4. Prepares agendas, minutes, proclamations, resolutions, ordinances, agreements, and contracts.
5. Establishes and maintains office filing system; reorganizes files; establishes subject matter files; purges files according to established policies and procedures.
6. Receives telephone calls and visitors; provides information regarding city activities, policies and procedures.
7. Schedules and maintains City Manager's appointment calendar.
8. Prepares State and Local reports for other departments under the auspices of the City Manager.
9. Grants
10. Labor Laws
11. FMLA

## **Executive Assistant - Page 2**

12. Hardware and Software issues

13. Perform other related work as assigned.

### **MINIMUM QUALIFICATIONS:**

- Considerable knowledge of business English, spelling, punctuation, office practices and procedures.
- Ability to prepare documents, compose letters, reports and memoranda.
- Ability to make decisions in accordance with departmental rules, regulations, and policies, and laws.
- Considerable knowledge of the overall functions of the City and its various departments.
- Fast, accurate typing skills on computer.
- Knowledge of Microsoft Word, Excel, Power Point, and other software applications.

### **TRAINING AND EXPERIENCE:**

As stated in advertisement. Must pass proficiency examination for Executive Assistant and type 60 words per minute with accuracy.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Valid Florida Driver's License.

### **ESSENTIAL PHYSICAL SKILLS:**

Acceptable eyesight (with or without correction).

Acceptable hearing (with or without hearing aid).

Excellent ability to communicate both orally and in writing.

Standing, Driving, Walking, Sitting.

### **ENVIRONMENTAL CONDITIONS:**

Works inside. Non-smoking position.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

### **Executive Assistant - Page 3**

\*\*This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform an additional task incidental to or inherent in the job.

**SALARY:** Minimum \$ 16.00 hour

Maximum \$ 20.00 hour