

TOWN OF DUNDEE

DEPARTMENT OF HUMAN RESOURCES

Position Description

POSITION TITLE:	EXECUTIVE ADMINISTRATIVE ASSISTANT
DEPARTMENT:	EXECUTIVE
SALARY RANGE:	\$12.00 - \$15.00 per hour
HOURS PER WEEK:	40
BENEFIT ELIGIBILITY:	NON-EXEMPT ELIGIBLE

JOB SUMMARY

Administrative assistant duties and responsibilities include providing administrative support to ensure efficient operation of the Town of Dundee. Supports staff and departments through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material.

Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected.

Performs clerical and office work within various Town departments to include but not limited to Code Enforcement, Town Clerk and Human Resources. May be called upon to fill in for administrative personnel on leave of absence in other administrative departments, including Finance, Utilities, Town Clerk and Code Enforcement.

ESSENTIAL DUTIES

- Attendance of meetings after hours and assisting or records and minutes necessary.
- Performs clerical work such as: posting of detailed records; assists public in filling out forms; checks and maintains lists, and proofreads typed materials to verify correct spelling, syntax, punctuation, and format; records management; elections.
- Assists in Human Resources files and documentation.
- Assists in answering telephone and personal inquiries; routes visitors and calls; secures information from appropriate sources; schedules appointments.
- Sorts and files for various departments as needed: cards, correspondence, reports and other materials, alphabetically, numerically, or by other established classification; prepares materials for distribution; posts data to individual records.
- Receives and distributes supplies; runs errands and makes deliveries; operates postage machines; keeps routine records.
- Operates a variety of office equipment; sets up small office equipment and prepares meeting areas.
- Aids and backs up other clerical positions in Town Departments as needed.

MINIMUM QUALIFICATIONS

One year to two years of related experience and/or training. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

- High School Diplomas or GED.
- Florida Driver's License
- Microsoft Office Skills
- Typing Skills

Considerable knowledge of related secretarial and office methods, practices, policies and procedures.

KNOWLEDGE, SKILLS & ABILITIES

- The ability to work in a team environment; contribute as a team member and treat co-workers, subordinates, and customers with respect.
- Build professional relationships with internal staff and customers.
- Assist in Records Management
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Handle multiple projects
- Strong organizational and planning skills

OTHER REQUIREMENTS

Working Conditions and Physical Abilities

Office environment. May be required to travel for meetings and attend evening meetings as assigned. Low frequency of exposure to hazardous working conditions in dealing with members of the public. While performing the duties of this job, employee will frequently be required to use hands and fingers dexterously to operate office equipment, will be required to communicate orally, regularly required to sit, stand, walk, occasionally required to stoop, kneel, or crouch and reach with hands and arms and lift up to 25 pounds. Specific vision abilities required include close vision and ability to adjust focus.

The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

The Town of Dundee is an equal opportunity employer committed to an alcohol / drug free workplace and to providing equal opportunities regardless of age, race, color, gender, religion, national origin, marital status, veteran status, disability or any other legally protected status.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all the stated requirements.

Signature

Date

Print Name