



Administrative Assistant to Public Services Director

EEO Class Code: Administrative Support Worker

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Public Services

Supervises: None

Position Reports To: Public Services Director

Sworn: No

Job Specifications

NATURE OF WORK

This is a varied and advanced secretarial and administrative position as Administrative Assistant to the Director of Public Services. This position performs routine administrative functions such as drafting correspondence, scheduling appointments, organizing, and maintaining paper and electronic files, and providing information to callers or visitors. This position's work will be performed with considerable independence and must be capable of carrying on varied tasks without direct supervision to provide administrative support to the Public Services Director and the Public Services Department.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Administrative Assistant to the Public Services Director include, but are not limited to:

- Greet and assist visitors, answer, and direct telephone calls: and be able to respond to general department inquiries.
- Prepare and maintain departmental Personnel forms, payroll requisitions, employee certification and training records and submit those confidential personnel records to Human Resources and/or Payroll
- Maintain and track billing for false alarms, locator services, etc.
- Reconciliation of invoices for billing purposes.
- Arrange schedules and meetings on behalf of the Public Services Director.
- Record detailed meeting minute notes as requested by the Public Services Director.
- Write and distribute email, correspondence memos, letters, faxes, and forms.

- Perform administrative and clerical duties within the Public Services Department, including ordering supplies and arranging for equipment repair.
- Assist the Public Services Director with department records retention.
- Assist with regularly scheduled reports and budget preparations.
- Conduct research as requested.
- Maintain contact lists.
- Submit and reconcile expense reports.
- Act as a point of contact on behalf of the Public Services Director.
- Liaise with other employees to handle requests such as public records request.
- Attends all Town events as needed.
- Any/all other assigned duties related to the Public Services Department.
- Procurement agent for the Town.
- Manage and maintain work order system.

KNOWLEDGE, SKILLS AND ABILITIES

Employees in the position of Administrative Assistant to the Public Services Director should have:

- Knowledge and skill in modern office practices and procedures.
- Computer operational knowledge and proficiency in Microsoft Office Suite.
- Ability to follow, understand, and communicate both orally and in writing.
- Ability to manage time and prioritize multiple tasks effectively.
- Strong organizational skills.
- Ability to maintain effective working relationships with other employees.
- Ability to deal with the public in an effective and courteous manner using diplomacy.
- Must have considerable knowledge to read and understand Town codes, ordinances, policies, and procedures.
- Basic knowledge of state-mandated codes and standards, permitting and contractor licensing as they relate to utilities and building code requirements.

MINIMUM REQUIREMENTS

- High School Diploma or GED required; Associate degree in Business Administration, Public Administration, or a related field (Preferred).
- Specialized Executive/Administrative Assistant certificate of completion or certification (Preferred).
- Three (3) years of experience in a clerical/administrative position required; three (3) to five (5) years of Public Services or Public Works clerical/administrative experience (Preferred).
- Obtain Florida Notary Public within three (3) months from date of hire required.
- An equivalent combination of education and experience may be considered.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).
- Ability to work within a confined area.
- Ability to work in a computer station for an extended period.
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work overtime and weekends for special town events and emergency situations.