

CITY OF BROOKSVILLE

POSITION CLASSIFICATION

POSITION TITLE:	Administrative Assistant III	STATUS:	Hourly
DEPARTMENT:	Public Works	PAY GRADE:	582

JOB SUMMARY

Employees in this demanding position have the training, experience and ability to perform the complex duties and responsibilities required to provide the administrative, technical and clerical support required by the Public Works Director. Employee is responsible for performing a broad range of duties requiring advanced skills in data entry/word processing, preparation of complex correspondence and payrolls, excellent proof reader, keen writing skills, research issues, inventory management, and report preparation. Employee must be able to exercise independent judgment based on a general knowledge of the operations of the City, with minimal supervision, and obtain from, and provide information to, the public, City officials and employees. May supervise other support staff. May be scheduled to work overtime, including weekends. Qualifications and a summary of essential and related duties and responsibilities are set forth below.

DUTIES (Typical):

- Provide a broad range of administrative support functions, assisting in the performance of the Public Works Director duties and responsibilities.
- Coordinate processing of interdepartmental assignments.
- Analyze operating procedures and propose modifications to reduce operating costs and/or improve efficiency.
- Understand and apply City rules and regulations. Assist other support personnel in the implementation of City procedures.
- Utilize word processing applications to prepare daily correspondence.
- Prepare reports and complete forms and documents.
- Interact effectively with the public, officials, supervisors, and other employees. Assist residents seeking information on City services.
- Prepare and maintain materials as required by public records law.
- Work safely, diligently and responsibly at completing assigned duties.
- Perform other duties not specifically enumerated within the job functions listed above as may be required at the discretion of the City.

FUNCTIONS, KNOWLEDGE AND ABILITIES:

- Ability and willingness to accept responsibility for the effective implementation of assigned policies and procedures.
- Ability to proof read complex reports and correspondence and to make corrections.
- Knowledge and skill in correcting complex written correspondence and reports.
- Ability to set up and maintain complex filing and related record systems.
- Ability to use various computer applications with skill and accuracy, and specific knowledge in word processing, spreadsheet and database programs.
- Ability to prioritize and complete assignments accurately and on time.
- Ability to project a good public image and maintain effective customer relations. Interact courteously with the public, officials, supervisors and co-workers.
- Willingness and ability to comply with the City's regulations and procedures, exercise sound judgment, perform at a high level of efficiency and productivity, and support the City's goals and objectives.
- Ability to work independently and confidentially without close supervision.
- Advanced ability to read, comprehend, implement, and complete written and/or oral directions in English. Skill in English composition and spelling, and ability to prepare correspondence and make oral presentations at a professional level utilizing modern business English.
- Ability to analyze written reports containing factual and mathematical data and apply the information in completing assigned responsibilities.
- Comprehensive knowledge of modern office principles, practices and procedures, and basic management principles.
- Ability to maintain acceptable work schedule and attendance record.
- Ability to effectively supervise other employees.
- Knowledge of inventory management and possess the ability to conduct periodic review of stockage and make accurate corrections to inventory records.

QUALIFICATIONS:

Minimum:

Education: Associates Degree from a college (or equivalent specialized business school training) acceptable to the City.

Licensed Certification or Registration:

Driver's License. Eligible for appointment as a Notary Public in the State of Florida.

Experience: Seven (7) years clerical/administrative experience, one (1) year in a supervisory capacity. Bachelors Degree from a college acceptable to the City may be substituted for 3 years experience.

Preferred:

Education: Bachelor's Degree from a college acceptable to the City.

Experience: Additional administrative/clerical and supervisory/management experience. Advanced WordPerfect and Lotus 123: experience with database and presentation programs.

EQUIPMENT UTILIZED: All modern office equipment.

ENVIRONMENTAL CONDITIONS: Constantly working inside, usually working alone, however in close proximity to, and with regular contact with others. See page 4 for additional information.

ESSENTIAL PHYSICAL SKILLS: Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Motor skill ability to operate equipment without excessive accommodation, and good depth perception. See page 5 for additional information.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

ENVIRONMENTAL CONDITIONS

THE BLOCKS SHOW THE ENVIRONMENTAL CONDITIONS UNDER WHICH YOU PERFORM YOUR ESSENTIAL JOB FUNCTIONS AND HOW FREQUENTLY THEY OCCUR DURING THE WORK WEEK.

KEY:

CONSTANT:	More than 80% (6 2 hours or more per 8 hour day.)
VERY FREQUENT:	51% - 79% (4 2 - 6 hours per 8 hour day.)
FREQUENT:	21% - 50% (2 2 - 4 hours per 8 hour day.)
OCCASIONAL:	6% - 20% (1 - 2 hours per 8 hour day.)
RARELY:	0% - 5% (Less than 1 hour per 8 hour day.)

TYPE OF ENVIRONMENTAL CONDITIONS	CONSTANT	VERY FREQUENT	FREQUENT	OCCASIONAL	RARELY
Work Inside	X				
Work Outside					X
In Heat					X
In Cold					X
In High Humidity					X
In Dampness or Chilliness					X
In Dry Conditions					X
In or with Noisy Conditions					X
In Darkness					X
In or with Dusty Conditions					X
With Silica, Asbestos, Etc.					X
With Fumes or Gases					X
With Smoke or Flames					X
With Chemicals					X
With Solvents					X
With Grease or Oils					X
With Radiant Energy					X
With Electrical Energy					X
On Slippery Surfaces					X
On Uneven Surfaces					X
In or With Moving Objects					X
In or With Moving Vehicles					X
On or With Ladders/Scaffolding					X
At Heights above Ground Level up to 10 Feet					X
Below Ground level (Ditches, tunnels, etc.)					X
With 2 feet 2 legs or 2 hands in water					X
With Explosives					X
With Vibrations					X
Working Closely with Others		X			
Working Alone		X			
With Poor Lighting					X
With Poor Ventilation					X
With Odors					X

ESSENTIAL PHYSICAL ABILITIES

THE BLOCKS SHOW THE TYPES OF PHYSICAL SKILLS REQUIRED TO PERFORM THE ESSENTIAL JOB FUNCTIONS AND HOW FREQUENTLY THEY OCCUR DURING THE WORK WEEK.

KEY: **CONSTANT:** More than 80% (6 2 hours or more per 8 hour day.)
 VERY FREQUENT: 51% - 79% (4 2 - 6 hours per 8 hour day.)
 FREQUENT: 21% - 50% (2 2 - 4 hours per 8 hour day.)
 OCCASIONAL: 6% - 20% (1 - 2 hours per 8 hour day.)
 RARELY: 0% - 5% (Less than 1 hour per 8 hour day.)

TYPE OF PHYSICAL SKILLS	CONSTANT CONSTANT	VERY FREQUENT	FREQUENT	OCCASIONAL	RARELY
Heavy lifting (45 pounds and over)					X
Moderate lifting (15 to 44 pounds)				X	
Light lifting (under 15 pounds)			X		
Heavy carrying (45 pounds and over)					X
Moderate carrying (15 to 44 pounds)					X
Light carrying (under 15 pounds)			X		
Reaching above shoulder				X	
Use of fingers	X				
Both hands required	X				
Climbing (use of legs and arms)					X
Climbing (legs only)					X
Good near vision	X				
Good distant vision	X				
Both eyes required	X				
Depth perception					
Distinguishing basic colors	X				
Distinguishing shades of colors	X				
Good hearing (with hearing aid)		X			
Good hearing (without hearing aid)		X			
Straight pulling					
Pulling hand over hand					X
Pushing					X
Walking				X	
Standing				X	
Crawling					X
Kneeling					X
Bending					X
Balancing					X
Smelling					X
Tasting					X
Stooping					X
Jumping					X
Running					X
Throwing					X
Driving (cars, small vans, pick-ups, etc)					X
Driving/operating (heavy equipment, trucks, etc)					n/a
OTHER (List Below)					
Good night vision/driving					X

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

I accept appointment to the foregoing Classification at a pay rate of \$ per _____, and I will perform the required duties and responsibilities set forth above.

I understand that my appointment and continued employment is subject to the City's Personnel Policies and Procedures and that my employment is for an indefinite term and does not confer a legal property or other right to this or any other position.

EMPLOYEES NAME (please print): _____

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

APPROVED: _____ **DATE:** _____
City Manager

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