



City of Bradenton Job Descriptions

Job Title: ADMINISTRATIVE ASSISTANT

Date Prepared:	May 31, 2016
Department/Location:	Public Works & Utilities
FLSA Status:	Non-exempt
Supervision Exercised:	None
Supervision Received:	Reports to and receives general direction from the Director, Assistant Director and Section Managers. Subject to general and specific assignments with some latitude for independent judgment.
General Purpose of the Position:	The purpose of this position is to assist the Public Works & Utilities Department with a wide spectrum of administrative and clerical support.

Essential Duties and Responsibilities:

- Coordinate public meetings related to Department including scheduling, public notices, agendas, recording, and minutes.
- Assist Department with City-wide permitting sign-off responsibilities.
- Receive and enter work order requests from general public and Department staff and distribute to appropriate Department personnel.
- Track work order status and provide routine reports to Assistant Director and Section Managers.
- Coordinate and/or perform imaging of documents for permanent record through the use of the City's document management software.
- Organize and prioritize large volumes of information and citizen contact.
- Process mail and coordinate schedules for Department.
- Screen visitors and telephone calls for Department. Personally answer all inquiries that do not require management attention.
- Diplomatically handle confidential and non-routine information.
- Prepare requisitions.
- Type and compose general correspondence.

Skills and Physical Abilities Required:

- Working knowledge of Public Staff work order entry system.
- Working knowledge of MUNIS permitting platform.
- Working knowledge of modern office procedures, practices, and equipment.
- Knowledge of general office computer skills.
- Knowledge of English, arithmetic, and spelling.
- Ability to follow complex oral and written directions.
- Ability to maintain complex clerical records and prepare reports from such records.
- Ability to establish and maintain effective working relationships with Department officials, coworkers, and the general public. Establishing and maintaining effective public and governmental contacts are essential components of this position.
- This is primarily office work requiring limited physical effort.



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- Position requires visual acuity for reviewing, checking, preparing, and maintaining written and computer files.
- Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels.
- Manual dexterity to operate standard office, data entry, and word processing equipment is required.

Computer Equipment and Software Requirement: Proficiency in Public Stuff and MUNIS computer software and the ability to adapt to other software programs with ease. Experience with software such as Word, Excel, and Microsoft Office is necessary. Ability to use document management software.

Education and Experience Required: High school diploma or GED equivalent, plus two (2) years of general office experience utilizing secretarial skills, or the equivalent in education, training, and experience which would provide the necessary knowledge, skills, and abilities. Must have a high degree of clerical aptitude and the ability to perform a wide spectrum of clerical functions with accuracy.

Pay Grade: 112 **Salary Range: Minimum:** \$14.54/hour **Maximum:** \$21.81/hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Approved:

Department Director Jim T. LeBlanc **Date** 12-29-16

Human Resources Director Manager Isaac Champ **Date** 1/11/17

*Updated February 2014

**Updated November 2015

***Updated May 2016