



City of Bradenton Job Descriptions

Job Title: ADMINISTRATIVE SPECIALIST

Date Prepared:	October 25, 2012
Department/Location:	Public Works and Utilities / Engineering Divison
FLSA Status:	Non-exempt
Bargaining Unit:	None
Classification:	Essential: This position is an Essential classification and will require you to report to duty after a hurricane or emergency.
Schedule:	This position normally works a regular weekday daytime shift and requires scheduled/unscheduled overtime, including evenings, weekends and holidays and/or immediate response to emergency conditions.
Supervision Exercised:	None
Supervision Received:	Engineering Section Manager
General Purpose of the Position:	Specialized administrative support services for projects related to the Engineering Section involving records maintenance, report processing and form preparation.

Essential Duties and Responsibilities:

- Act as the Section librarian with responsibility for establishing and maintaining a system of recordkeeping for entire Engineering Section.
- Prepare and track R.O.W. use permits, as well as other miscellaneous City-issued permits.
- Prepare, edit and proofread reports and letters.
- Coordinate development review meetings with Section staff and prepare documentation of such meetings.
- General office tasks involving knowledge and tracking of Sunshine One-call notification center tickets.
- Make copies of maps and drawings as needed for general field location, record map and drawing files as needed.
- Ability to understand and follow both oral and written instructions.

Skills and Physical Abilities Required:

- Must have excellent oral and written communication skills, including a high level knowledge of business writing and progressive office procedures.
- Ability to establish and maintain effective working relationships with other employees, developers, and the general public, and handle in a professional manner, difficult interactions.
- Strong adaptability skills with a team-oriented focus.
- Must be an independent worker who adheres to prescribed routines, practices and procedures and is able to meet deadlines and work under time constraints.
- Light to medium lifting required.



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- May be required to sit or stand for extended periods of time.
- Experience with Microsoft Office suite of software programs (Word, Excel, Power Point, etc.) is necessary. Proficiency in these computer software programs and the ability to adapt to other software programs is required.

Equipment Used: Computer hardware, telephone, copy machine, printers, large-size document scanner, digital camera, fax machine, ten-key calculator, and other office equipment. Non-CDL level City vehicles. Safety training and equipment is provided.

Education and Experience Required: Graduation from an accredited high school or equivalent, plus one year of general office experience utilizing administrative 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 perform a wide range of administrative functions with accuracy. Associate's Degree in Business or other similar field preferred. Good driving record and valid Florida driver's license.

Environmental Conditions: Work is primarily performed indoors in an office setting. Subject to 24-hour call back for emergency conditions. Appropriate training and safety equipment will be provided for all conditions.

Commercial Driver License (CDL): A Commercial Driver License (CDL) is not required for this position.

Pay Grade: 110

Salary Range: Minimum: \$13.19/hour **Maximum:** \$19.79/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: Jan Stille **Date:** 12-29-16

Human Resources Director: Shelley Champagne **Date:** 1/11/17

*Updated March 2014

**Updated Sept 2014

***Updated January 2015

****Updated June 2015