



**EXECUTIVE ADMINSTRATIVE ASSISTANT
JOB DESCRIPTION**

JOB TITLE: Executive Administrative Assistant	CLASSIFICATION: Administrative Support	IMMEDIATE SUPERVISOR: Village Manager and Village Engineer
PAY GRADE: 126	DEPT: 1200 Administration	STATUS: <u>FT</u> <u>PT</u> EXEMPT <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: Performs executive level administrative assistance work in the office of the Village Manager and Village Engineer. Handles a variety of complex administrative projects for the Manager’s Office, Village Engineer’s Office, and the Office of Mayor and Council.

SUPERVISION EXERCISED: May supervise subordinate administrative personnel, and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Greets visitors and handles phone calls; schedules appointments, meetings, conferences and travel. Maintains appointments and calendars of Village Manager, Mayor and Council as needed.
- Opens and routes mail to the appropriate department.
- Knows and understands Florida Public Records Law and FL Statute 119, recordkeeping rules and practices for state and local government agencies. Able to research and compile information for public records requests.
- Handles complaints and citizen issues; coordinates their resolution with the appropriate department. Has a command of the English language and can clearly communicate in a professional, courteous manner.
- Establishes and maintains records and files. Scans all documents and properly indexes them in the laser fiche system.
- Attends meetings and takes minutes for the official record. Distributes meeting minutes to appropriate personnel.
- Organizes, plans and coordinates hotel, travel and seminar enrollments. Processes and reconciles finance forms for travel and seminar reimbursements.
- Processes purchase orders, invoices, check requests, and requisitions. Maintains office supplies.
- Composes correspondence, processes letters, memoranda and department reports. Assists with announcements, invitations, special event notices and bids, RFP/RFQs.
- Assists with Strategic Planning, working with the consultant, scheduling, documents, and meeting set up.
- Monitors electronic payroll system for accuracy, requests, etc.
- Performs routine administrative duties, and assists other administrative office staff with office functions for and with other departments.
- Plans, sets up, coordinates, and organizes special functions on behalf of the Village Manager, Mayor and Council.

- Sends out invitations to special events, arranges transportation and other function details.
- Coordinates permit intake and processing.

OTHER DUTIES:

- Coordinates special events and projects.
- Works emergency situations (including weather or other extreme conditions) as required.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or equivalent with course work in general office practices, computer, word processing, typing, business math, and related subjects; and
- At least four (4) years full time experience performing administrative work at an executive level including word processing and transcription/note taking.
- Prefer Notary Public Certificate
- Prefer certificate of completion in Administrative, computer or other related field.
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Extensive knowledge of modern office practices, procedures and equipment.
- Considerable knowledge of business English, grammar, and basic business math.
- Ability to prepare and compose letters and reports.
- Ability to make decisions based on department policy.
- Ability to establish and maintain effective working relationships with other employees, departments, government officials, and the public.
- Ability to learn the operating practices of municipal government.
- Ability to effectively communicate orally and in writing, and follow professional protocol.
- Completion of NIMS Training as required

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license, or ability to obtain one; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to sit,

stand, walk, talk and hear. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

While performing the duties of this job, the employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 30 pounds of dead weight with knees extended and bending from the waist down. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate the neck frequently, extend hands/arms overhead frequently, and turn fully from a fixed stance.

TOOLS & EQUIPMENT USED:

Telephone, typewriters, fax, scanner, copiers, postage meter machine, computers, printers, calculators, transcribing machine, and other audio-visual equipment (such as TV/DVD for example). Computer programs such as Microsoft Office WORD, EXCEL, PowerPoint, Outlook, Internet Explorer, Laserfiche.

ENVIRONMENTAL CONDITIONS:

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

While performing the duties of this job, the employee rarely works in outside weather conditions, but may be asked on occasion to work events or special functions outside, and is occasionally exposed to hot, wet and/or humid outside conditions, cooler outside temperatures, toxic or caustic chemicals, such as cleaning chemicals, and uneven grounds such as grassy areas. The noise level in the work environment is generally quiet when in the office, but may be moderately noisy on busy days or when outside.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview and reference, criminal, DMV, and background and credit check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

History:

Created: 03-09-01

Revised: 10-18-08

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