

	THE CITY OF KEY WEST Job Description	Union, Non-Exempt Position	
		Revised	04/2015
POSITION	ADMINISTRATIVE ASSISTANT II	MIN. HOURLY WAGE	\$14.9430
DEPARTMENT	UTILITIES (34-01-534)		
JOB CODE	TBD	GRADE	09T

PHYSICAL LOCATION:

- 3110 Flagler Ave. Key West, FL

REPORTING RESPONSIBILITIES:

- Reports directly to the Utilities Director.

GENERAL FUNCTIONS:

This is an administrative position requiring the performance of highly-diverse clerical and administrative work. Performs a variety of difficult auxiliary tasks which are broader in nature and scope than secretarial requirements and which require the use of independent judgment in making administrative decisions. Works with considerable independence within the scope of established rules and regulations in handling office matters and in assisting assigned personnel. Responsible for timely coordination of agendas and back-up material packages for meetings, and for noticing and advertising of meetings. The individual may attend and in some cases clerk meetings and provide meeting minutes. Applies knowledge of administrative procedures combined with learned knowledge of the City's policies and code to produce any assigned documents in final form without clerical errors.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to communicate with co-workers.
- Able to work a forty (40) hour work week and occasional overtime when necessary.
- Able to use equipment and/or materials as specified in this job description.
- Able to be professional and courteous to the public in all situations and conditions.
- Able to see and hear well enough to perform the duties specified in this job description.
- Able to maintain confidentiality.
- Able to attend evening meetings

EQUIPMENT TO BE USED:

- Thorough knowledge of modern office machines including, but not limited to, personal computer (word processing, spreadsheet, and mainframe systems), calculator, copier, and fax machine.

ENVIRONMENT:

- Air conditioned office.
- Outside in all weather conditions when required.

PHYSICAL REQUIREMENTS:

- **Standing 10%**
- **Bending 5%**
- **Reaching 5%**
- **Walking 20%**
- **Sitting 55%**
- **Climbing Stairs 5%**

DUTIES/TASKS/JOBS:

- **Serves as receptionist to the Utilities Department, greeting visitors and employees politely and professionally and responding to basic questions regarding deadlines, procedures, application types and fees.**
- **Keeps and monitors the calendars of the Utilities Director and department staff to ensure that meetings and appointments are coordinated.**
- **Answers the telephone, takes and routes messages or handles information requests in a personable and courteous manner.**
- **Returns all telephone calls and correspondence to customers in a timely manner.**
- **Receives, sorts and disperses mail for department on a daily basis, tracking, as necessary, the routing of specific documents.**
- **Maintains logs of requests for departmental actions, including letter requests, applications, and site plan reviews; creates files for action requests; and tracks progress of requests through appropriate processes.**
- **Accurately types reports, routine correspondence and other departmental documents as necessary.**
- **Maintain necessary supplies for the Utility department.**
- **Assist in preparation of budgets.**
- **Sets up, and maintains, all computer, electronic and paper files, so as to ensure the smooth handling of all departmental business.**
- **Sets up and maintains vendor files and purchase orders as necessary, doing purchase requisitions as necessary.**
- **Attends assigned board meetings to ensure an accurate account of minutes is kept.**
- **Provides clerical assistance to department head and staff in preparation of budgets and financial reports.**
- **Efficiently and effectively solves problems of a varied nature, promoting a harmonious and mutually-beneficial relationship between the City and its customers, and also among City and other agency staff members and Board members.**
- **Prepares and maintains all payroll records.**
- **Performs other job-related duties as assigned.**

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- **Must have good English grammar and compositional skills, as well as knowledge of business English and arithmetic.**
- **Ability to work independently, within scope of existing City and departmental rules.**
- **Knowledge of or ability to learn appropriate municipal codes, ordinances and laws, as well as any**

- others as they may apply to the Utility Department.
- **Highly organized and detail oriented.**
- **Ability to multitask and manage schedules and department deadlines.**
- **Must demonstrate the ability to deal effectively and efficiently with members of the public and other employees.**
- **Demonstrated effective oral and written communication skills.**
- **Skill in typing accurately from rough draft or plain copy.**
- **Thorough knowledge of modern office machines, practices and systems.**
- **Thorough knowledge and ability to demonstrate skill in Microsoft Word and Excel.**
- **Ability to understand moderately-complex written regulations and instructions.**
- **Typing at 40 correct words per minute.**
- **High school graduate or equivalent.**
- **Ability to write and prepare comprehensive program plans.**
- **Three years of secretarial experience and administrative experience.**
- **Two years working with public in a service organization.**
- **Valid Florida driver’s license.**

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted "Acknowledgements", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY
VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE**

Apply at:

**City Hall, Office of Human Resources
3102 Flagler Avenue
Key West FL 33040
Office Telephone: (305) 809-3714
Office Fax: (305) 809-3719**