



**SENIOR ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION**

JOB TITLE: Senior Administrative Assistant	CLASSIFICATION: Administrative Support	IMMEDIATE SUPERVISOR: Department Director
PAY GRADE: 117	DEPT: Various	STATUS: <u>FT</u> <u>PT</u> EXEMPT <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: Performs upper level administrative work in the office of a department head; handles department specific work tasks that are unique to that department and support functions of the department director. Work is performed under the general supervision of a department head.

SUPERVISION EXERCISED: May supervise subordinate clerical personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Researches, drafts, types and proofreads correspondence, reports, agendas, other documents. Maintains calendar and appointments of supervisor.
- Attends volunteer boards, negotiations and other meetings to record and transcribe meeting minutes for submission to the official record.
- Know and understand Florida Public Records Law and FL Statute 119, recordkeeping rules and practices for state and local government agencies.
- Familiar with the laserfiche system to have the ability to retrieve information for a public records request.
- Ability to utilize the AS400 computer system for invoices, payments, permits, and other administrative functions within the department
- Ability to handle, count, and manage cash, receipts and revenue sources.
- Arranges for meetings, appointments and conferences. Processes and reconciles travel expenses.
- Receives, screens, and routes phone calls, visitors and mail; orders and maintains all office supplies
- Assist to monitor and track certifications to help insure all continuing education and renewals remain current. Assists in identifying and scheduling all training for staff.
- Assists Department Head with yearly budget. Compiles information, statistics and analytics for reports used in Strategic Planning.
- Scans documents and properly files into the electronic recordkeeping system established for the department.
- Monitors electronic payroll system for department accuracy, errors, personal leave requests, overtime or other issues.
- Relays messages and instructions from supervisor or department head to other employees.
- Higher level independent project work, discretion, judgment, and decision making pursuant to each department and educational level.

- Communicate with vendors regarding invoices, information and services provided to Village and the department.
- Enters purchase orders, payment of invoices and assists in the preparation, and compilation of bid or RFP/RFQ information and responses. Monitors and ensures all department purchases meet procurement rules.

DEPARTMENT SPECIFIC:

Public Works

- Ability to learn/use Survey 123, Collector, and other GIS applications to respond to questions, concerns or reports.
- Ensures Vendors/Contractors have proper certificates of insurance, performance and payment bonds pursuant to contract requirements as well as contractors having valid business tax receipts. Tracks contracts to ensure all requirements are met for renewal of agreements.
- Compiles data and assists in the preparation of the annual NPDES report.
- Assists in the preparation of the annual fleet budget; Procures Village vehicles for all Departments each fiscal year; Tracks status, and upon delivery of vehicles, works with fleet personnel to ensure vehicles meet purchase orders; Coordinates with fleet personnel on aftermarket items to be added to vehicle; Prepares documents for obtaining title, registration and tags for new vehicles; Notifies Finance and Human Resources of the new fixed asset, requests new fuel card and add to Village insurance.
- Coordinates with fleet personnel to ensure tag and fixed asset tags, and registration/insurance documents are placed in each vehicle prior to delivery to department.
- Manages the disposal/auction of surplus fixed and non-fixed asset vehicles and equipment on the GovDeals auction site. Manages the sale of surplus equipment to include:
 - Coordinating with Fleet personnel in preparation of vehicle/equipment including: removal of decals/markings, fixed asset tag and DMV tag.
 - Coordinates with GovDeals representative on any issues with buyers.
 - Uploads photos, service records and other pertinent information to GovDeals website.
 - Answers calls and schedules viewing/inspections with prospective buyers.
 - After close of auction, prepares documents for buyer and verifies payment through GovDeals.
 - Coordinates with Fleet personnel on vehicle/equipment pickup.
 - At pickup, finalizes purchase documents with buyer. Notifies Human Resources of sale for insurance purposes.
 - Prepares Fixed Asset Disposition and forwards to Finance Department. Confirms with Finance that gas/fuel card has been cancelled.
 - For disposal of scrap material, coordinates with Vendor on removal and payment of the scrap material.

OTHER DUTIES:

- Receive and resolve or refer citizen complaints or requests for service.
- Assist with department special events and projects.

- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Working in one department and reporting directly to that department head for a minimum of ten (10) years, acquiring skills and knowledge from longevity of service in an Admin position.
- Prefer Notary Public Certificate

Knowledge, Skills and Abilities:

- Knowledge of modern office practices, procedures and equipment.
- Knowledge of business English, grammar, and basic 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 and department specific tasks.
- Ability to effectively communicate orally and in writing, and follow professional protocol.

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 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, voice mail, computers, , scanning equipment, printers, calculators, postage meter, copier, transcribing machine, iPad, and other audio visual equipment (such as TV/DVD/VCR for example). Specific computer software such as Microsoft Office Suite, WORD, EXCEL, Powerpoint, Internet Explorer, Laserfiche, AS400, GIS applications (Such as Survey 123 & Collector that are used in the Department), and specialty programs

for varying departments.

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, criminal background, DMV, and reference check; job related tests and credit check 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.

JOB HISTORY:

Created: 05-14-20