



ADMINISTRATIVE AIDE
FLSA: Non-Exempt
Grade 22 \$39,932.59 - \$63,892.15

GENERAL DEFINITION

Performs moderately complex and skilled administrative support work for the City Commission and other executive administration staff as assigned. Prepares processes, maintains and distributes various informational materials. Receives, researches, and resolves/responds to concerns and inquiries from the general public, some of which may involve considerable research. Coordinates meetings, schedules appointments and maintains executive calendars. Types and performs other administrative support tasks using personal computers.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Responds to inquiries and concerns regarding departmental functions; answers telephone calls from the public and City staff and provides resolution or directs to appropriate entity.
- Mediates concerns presented by the public; functions in a liaison capacity between the general public and City administration.
- Follows through on requests made by the City Commission and the City Manager or other administration staff as directed.
- Establishes and maintains department files and records management system in compliance with State Records Regulations.
- Coordinates, supports, and assists all records staff liaison in the management of City records.
- Provides training and assistance to all City board secretaries.
- Participates in planning and development of e-government initiatives, maintenance troubleshooting, and end-user training. Operates a variety of standard office technologies and equipment in performing assignments, e.g., copiers, facsimile machines, calculators, personal computers.

ADMINISTRATIVE AIDE
FLSA: Non-Exempt
Grade 22 \$39,932.59 - \$63,892.15

- Operates media equipment for both web-screening and broadcasting of City meetings
- Provides technical and graphic design support for departments e-government applications and marketing pieces.
- Coordinates and maintains multiple schedules for various City administration officials and staff, e.g., executive calendars, external meetings, and appointments.
- Assists with preparation of meeting agendas in accordance with policies, procedures and regulatory standards.
- Prepares various routine forms for the department, e.g., travel authorizations, purchase orders, department payroll records.
- Designs, prepares, and distributes various informational materials regarding City operations.
- Establishes and maintains effective working relationships with internal customers, external entities, and the general public.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of municipal administration, operations, public functions, policies and procedures.
- Substantial knowledge of business English, spelling, grammar, format, diction and style applied to written business correspondence.
- Ability to work independently under limited supervision on moderately complex tasks.
- Skills in the use and application of current automated standard office technologies and applications, e.g., personal computers, word processors, spreadsheet applications.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical

ADMINISTRATIVE AIDE
FLSA: Non-Exempt
Grade 22 \$39,932.59 - \$63,892.15

demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED Certificate and 5 years of progressively responsible and skilled administrative support experience, demonstrating familiarity with current personal computer applications and excellent oral and written communications skills. Associate's degree or vocational certification in office systems technology may substitute for the required experience on a year-for-year basis; or an equivalent combination of education, training and experience.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date