



ADMINISTRATIVE ASSISTANT I
FLSA: Non-Exempt
Grade 23 \$41,929.23 - \$67,086.76

GENERAL DEFINITION

Performs a variety of administrative and support functions to assist in the administration of a major department or unit of the City. Provides input and recommendations on matters relating to the development, implementation, evaluation, and modification of administrative programs, procedures, services and policies. Compiles data and prepares or assists in the preparation of budgets, special reports, and special projects. Coordinates special requests by the administration and conducts special assignments. Addresses issues, questions and complaints and composes draft responses for the department head's approval.

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.

- Researches analyzes, and identifies sources and availability of information regarding the needs and operations of the assigned department.
- Functions as primary aide to a management or executive level position through relieving them of administrative day-to-day operations.
- Composes routine to complex correspondence and memorandums; develops and interprets administrative policies; relays instructions and policy and procedural revisions.
- Prepares and reviews purchase orders and budget transfers.
- Acts for supervisor in routine matters as directed; and may represent the supervisor at conferences and meetings.
- Studies departmental organization and procedures; investigates and reports to supervisor on inter- and intra-departmental procedures.
- Identifies solutions for administrative and procedural operations to promote increased efficiency in the work unit and, as applicable, to overall City operations.

ADMINISTRATIVE ASSISTANT I
FLSA: Non-Exempt
Grade 23 \$41,929.23 - \$67,086.76

- Conducts assigned and special projects research, procedural and administrative studies and prepares reports embodying proposed or recommended solutions of courses of action.
- Identifies the need for, and designs and develops various standardized records, reporting formats, and operating forms and procedures.
- Assists as required in planning and coordinating work on the preparation of administrative budgets; analyzes departmental budget requests.
- Represents the City as directed in various public information capacities, to inform the public of City policies, procedures, and operations.
- 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.
- Coordinates, manages, tracks and provides regular reporting regarding various budget and financial records of the department.
- Reviews, evaluates and reports on a variety of statistical and related analyses data; prepares complex reports utilizing computer capabilities for automated reporting and graphics display.
- Establishes and maintains effective working relationships with internal customers, external entities, and the general public.
- Requires regular attendance to scheduled work shifts.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of public administration with particular reference to municipal administration and management.
- Considerable knowledge of research, analysis and sources and availability of information regarding municipal operations, including technical and statistical data sources information.
- Working knowledge of the operations, functions, and policies of department within which work is to be performed.
- Comprehensive knowledge of business English, spelling, grammar, format, diction and style applied to written business correspondence.
- Ability to establish and maintain effective records maintenance and file management systems.

ADMINISTRATIVE ASSISTANT I
FLSA: Non-Exempt
Grade 23 \$41,929.23 - \$67,086.76

- Ability to work independently under limited supervision on administratively complex tasks, with limited direction and guidance regarding the professional aspects of the work.
- Advanced oral and written communications skills for effectively responding to the public and presenting information on behalf of assigned department and/or the City.
- Advanced 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 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 (5-15 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

Associate's degree from an accredited college or university with course work emphasis in business management, business administration, office support technology, or related field; with 3 years of progressively responsible experience in administrative support functions, the majority of which shall be acquired as the primary support for a management level position. Bachelor's degree may substitute for 2 years of the required experience.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job

ADMINISTRATIVE ASSISTANT I
FLSA: Non-Exempt
Grade 23 \$41,929.23 - \$67,086.76

functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of minimum level of knowledge, skills and ability.

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

Employee signature

Date