



ADMINISTRATIVE SPECIALIST
FLSA: Non-Exempt
Grade 19 \$34,495.28 – \$55,192.45

GENERAL DEFINITION

Performs moderately complex and skilled project coordination and administrative support work for an assigned department or work unit. Prepares, processes and maintains a variety of financial and budget reports and project records, and assists in preparation and monitoring of contract/bid documents. Employees in this classification are responsible for establishing, maintaining, and ensuring the accuracy of the unit's files and records management systems. Work includes preparation and maintenance of a variety of departmental reports, records and statistical data.

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.
- Coordinates, manages, tracks and provides regular reporting regarding various, contracts budget and financial records of the department.
- Establishes and maintains department files and records management system.
- Operates a variety of standard office technologies and equipment in performing assignments, e.g., copiers, calculators, personal computers.
- Manages the inventory of office supplies and equipment.
- Coordinates and maintains multiple schedules for various department activities, e.g., project calendars, external meetings, and appointments.
- Takes, transcribes, and distributes meeting minutes; prepares meeting agendas and minutes in accordance with policies, procedures and regulatory standards.
- Prepares various routine forms for the department, e.g., travel authorizations, purchase orders.

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- Inputs data into various software systems.
- Establishes and maintains effective working relationships with internal customers, external entities, and the general public.
- Notarizes official documents.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of the operations, functions and policies of department within which work is to be performed.
- Substantial 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.
- 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, 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 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.

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MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED Certificate and 3 years of progressively responsible and skilled administrative support experience, demonstrating familiarity with current personal computer applications, e.g., spreadsheet applications. or Associate's degree with 1 year administrative support experience. Must obtain Notary Public Certification within 3 months of hire.

PREFERRED

Certified Notary Public

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

Employee signature

Date