

Senior Administrative Assistant, Water Division

City of Dunedin, Florida
Class Description

JOB TITLE: Senior Administrative Assistant
Utilities Department
Water Division

GENERAL STATEMENT OF JOB

Under general supervision, provides administrative duties to department/division staff to ensure effective and efficient operations. Performs related work as directed. Reports to the Water Distribution Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Independently assists department/division staff by performing a variety of administrative duties, which include but are not limited to composing and/or preparing reports and correspondence, taking and transcribing dictation, agenda distribution, researching and compiling data, maintaining inventory of office supplies and equipment, scheduling meetings and maintaining calendars, maintaining computer record-keeping operations, assisting in budget preparation and monitoring, receiving and receipting payments, maintaining financial records, establishing and maintaining filing systems, making travel arrangements for staff and arranging guest accommodations, processing daily mail and responding to correspondence, etc.

Serves as the primary point of contact for residents and visitors by phone and in person, responding to inquiries, service requests, and complaints related to water services; provides information or refers issues to appropriate staff, maintains an updated call log of all contacts and actions taken, and exercises judgment to resolve concerns or dispatch field personnel via radio communication as needed.

Reviews and processes division employee timecards for payroll processing.

Responsible for accounting and processing purchase requisitions/orders, budget transfers & amendments, check processing and department P- cards. Obtains quotes as necessary. Reconciles weekly P- card receipts and produces monthly P-card reports.

Prepares travel requests, including reservations, registrations, and Finance Department paperwork, in compliance with City travel policies.

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Participates in and provides administrative support for City committees, boards, departmental and division meetings, and staff meetings, including scheduling, preparing materials and agendas, attending meetings, and producing and distributing accurate minutes.

Assists in the planning, coordination and implementation of various special presentations, events and projects as assigned.

Composes, formats, types, copies, files and mails various routine and confidential letters of correspondence, agreements, notices, reports and official documents.

Performs computer data entry to record and retrieve information.

Anticipates and prepares materials needed by supervisor for conferences, meetings, correspondence, etc.

ADDITIONAL JOB FUNCTIONS

Performs general office support duties such as maintaining supplies, receiving deliveries, preparing mailings, and assisting with day-to-day administrative operations.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent supplemented by four years of verifiable work experience in administrative/clerical work or a related field.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license.

This position is Category C for the purposes of Dunedin Emergency Management. Employees in this category may be assigned to work as variety of schedules including compulsory work periods in special, emergency and/or disaster situations.

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PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies as they pertain to the performance of essential duties of the Sr. Administrative Assistant. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has excellent secretarial, bookkeeping, coordination, computer and interpersonal skills. Has the ability to type and take dictation accurately at a rate sufficient for the successful performance of assigned duties. Is skilled in applying responsible attention to detail as necessary in preparing reports and correspondence. Has the ability to maintain confidentiality as required. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data and/or information according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Has the ability to offer assistance to fellow employees as necessary.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of and skill in the use of modern office practices and equipment. Requires the ability to use, operate and/or handle equipment such as a computer, copier, fax machine, recording equipment and the telephone.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information. Has knowledge of proper English usage, vocabulary, punctuation and spelling.

Mathematical Aptitude: Has knowledge of basic mathematics. Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; may require ability to utilize principles of fractions and/or to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems. Has the ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Has the ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Has the ability to read and interpret various materials pertaining to the responsibilities of the job.

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Situational Reasoning: Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. Has the ability to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive use of computers.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Utilities & Engineering Director

Date