



The City Beautiful

City of Coral Gables Job Description

Job Title: Administrative Assistant
Department: Various
Classification: 0602
Pay grade: 17E
FLSA: Non-Exempt

Prepared Date: 7/08
Approved By:
Approved By:

Summary

Performs administrative, secretarial and clerical work. Provides assistance to a department director and performs office management duties.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Disseminates information to department employees. Gives assignments, reviews work and trains clerical personnel. Stays apprised of activities occurring throughout the Department.

Prepares and maintains department budget. Monitors and reconciles accounts. Prepares budget documents. Approves purchase requisitions. Recommends future expenditures.

Handles special projects. Conducts research. Compiles and analyzes data. Studies problems and develops solutions. Recommends and implements procedure changes.

Obtains estimates for a variety of services provided to the City and ensures that vendors provide required services.

Makes arrangements for conferences, meetings and travel.

Prepares materials for director's meetings and public speaking presentations.

Prepares, maintains and distributes a variety of reports.

Handles director's mail and phone calls. Provides information. Composes and prepares responses to correspondence. Maintains records and files. Operates computer, fax machine, and other office equipment.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of departmental operations, policies and procedures, rules and regulations. Knowledge of office management and budgeting procedures. Knowledge of office practices, systems and equipment. Ability to train, coordinate and review the work of clerical personnel. Ability to prepare and maintain budgets. Ability to conduct research, compile and analyze data. Ability to study problems and recommend solutions. Ability to communicate effectively with management, co-workers, the public and City officials.

Ability to maintain complex records and prepare reports. Ability to operate computers and other office equipment. Ability to take minutes.

Ability to work independently and make decisions. Organization skills. Written and oral communications skills. Skills in Microsoft Word, Excel, Outlook, PowerPoint, and Windows.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, reach above and below shoulders, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High School diploma or equivalent.

Six (6) years administrative or executive secretarial experience required.