

# CITY OF SATELLITE BEACH

## JOB DESCRIPTION

**JOB TITLE:** ADMINISTRATIVE ASSISTANT

**DEPARTMENT:** Recreation

### GENERAL DESCRIPTION:

Clerical, secretarial and administrative assistant work which includes the operation of a PC keyboard.

### ESSENTIAL JOB FUNCTIONS:

1. Performs duties of a staff assistant nature and participates directly in the work of the individual(s) supported. Secures details of specialized information, coordinating office work and providing information regarding the services and operation of the unit. Functions as office receptionist.
2. Keeps appointment calendars and schedules appointments. Receives and screens calls and refers callers to other employees
3. Prepares forms and composes letters. Sets up and maintains specialized office files. Files letters, reports and related technical information in the prescribed manner. Assembles information for others use. Opens, prioritizes and processes mail.
4. Types using PC-based word processing software and processes letters, forms, reports, schedules, manuals, booklets, requisitions, purchase orders and related paperwork. Types information or enters data into computer. Retrieves data for reports.
5. Performs research and retrieval of records. Conducts statistical comparisons of information. Assists in the preparation and maintenance of department records. Maintains office supplies.

*Tasks 6-12 are specific to Recreation position and are on the level of a Senior Staff Assistant.*

6. Monitors programs and systems. Manages the registration process for programs, student payment records and instructor payments.
7. Manages the department's finances, receipting most income, making daily deposits and initiating vouchers.
8. Assists in budget preparation and procures items necessary for daily operation of the office and other recreation facilities.
9. Oversees the scheduling of eight recreation meeting/specialty rooms, ensuring rental contract are completed and appropriate fees collected.
10. Receives most inquiries (phone or walk-in) and must be knowledgeable of all aspects of the city's recreation program.

11. Works with the City's computer specialist to keep the department's web site current.

**MINIMUM QUALIFICATIONS:**

- Related field and/or 3-5 years experience in office management.
- Skill in public relations.
- Ability to perform several tasks at once.
- Ability to work under pressure and meet deadlines.
- Skill in the operation of a PC and various Microsoft Office programs.
- Ability to establish and maintain effective working relationships with employees and the public.
- Knowledge of the Department and City's policies, procedures and practices.
- Knowledge of office practices and procedures.
- Ability to communicate effectively, both orally and in writing.
- Ability to work independently.

**SPECIAL REQUIREMENTS:**

- Ability to work outdoors when weather is poor.
- Work may require some nights and weekends.
- Ability to lift items up to 30 lbs.