



CITY OF ALACHUA

JOB DESCRIPTION

STAFF ASSISTANT

DEPARTMENT: Public Services

REPORTS TO: Public Services Director

SUPERVISES: None

FLSA: Nonexempt

GENERAL DESCRIPTION:

Clerical and administrative work supporting the Public Services Director and staff. Work is performed under the supervision of the Public Services Director.

ESSENTIAL JOB FUNCTIONS:

1. Performs administrative duties and participates directly in the work of the department.
2. Secures details of specialized information and coordinates office work.
3. Performs a wide variety of project administrative work including: document control.
4. Support staff through the organization and coordinating of project files, assists in project planning, and manages information through workflow.
5. Coordinates and prepares the production of meeting materials, presentations, correspondence, and meeting minutes.
6. Provides customer service. Serves as the first point of contact for citizens requiring the engagement of Public Services.
7. Creates Service Requests through CityWorks and prioritizes calls.
8. Keeps department calendar and schedules appointments.
9. Generates, with the correct format, letters, forms, reports, schedules, manuals, booklets, requisitions, purchase orders and related paperwork which may include technical terminology.
10. Researches and retrieves records. Assists in the preparation and maintenance of department records.
11. Assists and coordinates department travel arrangements and expense reporting.
12. Maintains office supplies.
13. Coordinates with other Public Services employees to provide Department Monthly Reports.
14. Provides weekly reporting of Engineering and Administration functions, creates PowerPoint presentation for staff communications, and updates key project metrics.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of organization and function of City government. Knowledge of business English, spelling and punctuation, in order to prepare documents and compose letters, etc. Knowledge of office practices and procedures. Knowledge of department and City policies, procedures and practices. Ability to establish and maintain effective working relationships with employees and the public. Ability to communicate using speaking, hearing and visual skills. Advanced knowledge of Microsoft Office programs, with strong knowledge in Word and Excel. Skilled in supporting upper-level management. Strong typing, customer service, problem-solving, and organizational skills. Demonstrates excellent oral and written communication skills.

EDUCATION AND EXPERIENCE

High school graduation or possession of an acceptable equivalency diploma. Two (2) years secretarial or administrative experience or equivalent.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS

None

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to enter data at a prescribed rate of speed.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Types at a prescribed rate of speed.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.

Employee Name (please print)

Date

Employee Signature