

MAJOR FUNCTION

This is responsible administrative work assisting a superior in a variety of administrative matters and special projects. An employee in a position allocated to this class performs complex and diversified duties; assists in developing, formulating, and implementing various departmental programs; and may supervise operational functions and specialized staff employees. Work is performed under general supervision with much independence exercised by the employee.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Assists in developing, installing, and maintaining management systems, forms, and procedures. Assists in budget preparation and maintains department or division budget. Performs major office functions such as purchasing, personnel transactions, payroll, maintaining records, and statistical data. Assists in planning, researching, developing, and maintaining special projects or departmental programs, and handles inquiries relating to same. May plan, direct, and/or supervise the work of a technical or clerical staff. Maintains current information on department/division policies and programs, and monitors the efficiency of departmental operations. Reviews records and reports that require action, and recommends solutions or courses of action. Represents administrative superior in contacts with public officials, other departments, and the general public. May develop and implement initiatives to educate and inform targeted audiences of departmental services, special programs, and consumer issues; and develops, informational/promotional materials to support the initiatives. Performs special assignments, does research, and prepares reports. Performs related work as required.

Other Important Duties

May interface with Microcomputer Specialist in Technology & Innovation (T&I), and coordinates departmental needs and applications with T&I. May conduct employee evaluations or provide major input for evaluations of staff under the position's direction. May coordinate with the City's Communications staff, audio/visual technicians, printers, etc. to carry out information/promotional initiatives. May maintain the department's web site. Attends training and developmental activities as assigned. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of rules, regulations, policies, ordinances, and procedures involved in the administration of assigned functions. Considerable knowledge of the principles of office management and clerical, statistical, and fiscal processing. Considerable knowledge of bookkeeping, purchasing, personnel transactions, budget, and statistical analysis and reporting. Knowledge of research techniques and the sources and availability of current information. Knowledge of protocol regarding print and electronic media. Ability to develop and assist in the installation of management systems, forms, and procedures. Ability to plan, organize, and supervise the work of subordinate personnel engaged in various clerical and technical administrative functions. Ability to carry out complex oral and written instructions and to communicate clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships with superiors, subordinates, City officials, and the public. Considerable skills in the use of microcomputer programs and applications used by the City.

Minimum Training and Experience

Possession of a bachelor's degree in public administration, business administration or a related field and two years of staff or administrative experience; or an equivalent combination of training and experience.

Necessary Special Requirements

At the department director's discretion, a valid Class E State driver's license may be required at the time of appointment for any of the designated positions allocated to this class.

Aviation: In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and a personal background check prior to employment.

Police Department: Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination prior to an employment offer being made.

Risk Management: Must possess at the time of appointment an All Lines 6-20 adjuster license from the Florida Department of Financial Services or obtain same license within six months of appointment.

Electric & Gas Utility:

Individuals in this classification are considered essential during emergency and storm situations and must be able to work 16 hours per day for extended periods of time and may be required to be away from their family.

Established: 03-24-82

Revised: 04-30-85

04-22-88

01-16-90

01-15-91

10-26-93

02-05-99

08-11-99

09-22-03

08-24-09*

01-09-18

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10-01-20