

# **CITY OF WILTON MANORS**

**POSITION TITLE: Administrative Assistant to City Manager**

**JOB CODE: 2002**

**FLSA STATUS: Non Exempt**

## **GENERAL DESCRIPTION OF DUTIES**

Under direction, the purpose of the position is to provide complex and specialized administrative support to the City Manager. Employee in this classification functions in a senior administrative capacity and is accountable for the accuracy of both routine and non-routine administrative support duties performed as dictated by the City Manager. Position is accountable for acting as liaison between the City Manager, Mayor and Commission with all City, County and/or State related activities. Position is distinguished from that of the Sr. Office Assistant by the degree of accountability commensurate with the class reporting level, greater latitude in exercise of independent judgment concerning assigned duties, and the ability to function independently. Performs related work as directed.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

### **ESSENTIAL JOB FUNCTIONS**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Generates various complex and specialized correspondence, memos, agendas, minutes, permits, orders, requisitions, ordinances, reports, claim forms, manuals, budget documents; develops and generates material for executive's public speaking engagements and official correspondence.
- Acts as liaison between the City Manager, Mayor, Community Affairs Advisory Board and Commission with all City, County and/or State related activities, e.g., scheduling, travel, conferences, correspondence.
- Performs a variety of complex and specialized administrative functions, e.g., analyzing data, typing, reports processing, documentation verification; compiles, prepares, and may be responsible for distributing various special reports, notices, and other relevant materials.
- Receives telephone inquiries and concerns, ascertaining the nature of the call, and resolving personally, directing it to the appropriate individual or department, or acting as liaison to the assigned executive level supervisor.
- Performs a variety of essential record keeping duties; manages department record keeping and filing system; receives and analyzes various reports, plans, and applications for the purpose of verifying accuracy, and ensures necessary copies of pertinent documents are made and distributed.
- Edits and produces quarterly City newsletter, the Town Crier; collects articles from various departments, integrates graphics & articles.
- Assists other unit personnel in supporting efficient functioning of the City Managers Office.
- Performs related duties as assigned.

**Administrative Secretary to City Manager 2002**

**MINIMUM QUALIFICATIONS**

**EDUCATION / CERTIFICATIONS / EXPERIENCE**

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

High school diploma or GED; supplemented by three (3) to four (4) years progressively responsible experience and/or training in administrative/secretarial support functions, to include one (1) to two (2) years in a senior clerical/secretarial support capacity; or an equivalent combination of education, training, and experience.

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

**I have read and understand this position description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

\_\_\_\_\_  
**Name (Print)**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**