

JOB NOTICE

The City of Port St. Joe (pop. 3,567) is accepting applications for the following positions:

Administrative Specialist I – Public Works Department

Beginning salary is \$12.08 per hour and includes benefits.

Please submit an application to The City of Port St. Joe, Attn: Charlotte Pierce, POB 278, Port St. Joe, FL 32457. Applications and a full job description can be found on our website cityofportstjoe.com. If you have any questions, please contact Charlotte Pierce at (850) 229-8261. These positions will close on December 8, 2017. The City of Port St. Joe is an Equal Opportunity / Affirmative Action Employer and a Drug Free Workplace.

Run in Star 11/16 and 11/23, 2017

CITY OF PORT ST JOE

JOB DESCRIPTION

ADMINISTRATIVE SPECIALIST

DEPARTMENT: PUBLIC WORKS

GENERAL DESCRIPTION:

This is highly responsible secretarial work for the Public Works Department. Assignments require the exercise of mature judgment and the application of some knowledge of municipal government and programs. Work is performed under the general supervision of the Public Works Director and is reviewed through observation, conferences and reports for the achievement of desired results.

ESSENTIAL JOB FUNCTIONS:

Composes and sends out routine memoranda and correspondence for signature.
Maintains correspondence file.
Schedules and arranges meetings and appointments for the Department Head.
Researches files for past correspondence for background material.
Answers the telephone and handles complaints from the general public.
Prepares moderately complex reports and summaries requiring independent research of a variety of office files.
Performs related work as required.

(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:

Considerable knowledge of business English, spelling and basic mathematics.
Considerable knowledge of modern office practices and procedures.
Working knowledge of municipal government and its functions.
Ability to work independently and carry assignments to completion with minimum instructions.
Ability to maintain records and prepare reports requiring extreme accuracy.
Ability to communicate effectively orally and in writing.
Ability to work well with others and to assist the public cooperatively and courteously.
Ability to type at a prescribed rate of speed.
Ability to establish and maintain effective working relationships with other employees, City officials and the general public.

EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma.
Experience in MUNIS and Payroll Time Sheets preferred.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License, (Class to be determined upon employment).

ESSENTIAL PHYSICAL SKILLS:

Lifting and carrying.
Acceptable eyesight (with or without correction).
Acceptable hearing (with or without hearing aid).
Ability to communicate orally.
Climbing.
Walking and standing.
Kneeling.
Bending.
Stooping.
Driving.

ENVIRONMENTAL CONDITIONS:

Works inside in a controlled environment but may include outside work.

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