



## POSITION DESCRIPTION

**Position Title:** Senior Administrative Assistant  
**Level / Grade:** A3 / 3  
**FLSA Status:** Non-Exempt

### GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the position is to provide routine to moderately complex administrative support to the assigned department. Employees in this classification are accountable for the accuracy of both routine and non-routine administrative support duties performed as dictated by the nature of department. Position may be assigned to a large operating unit and perform a broad array of moderately complex administrative support functions, or assignment may be to a smaller specialized unit wherein incumbents perform specialized duties in supporting department objectives.

### ESSENTIAL JOB FUNCTIONS

*Because it is difficult if not impossible to present a finite list of every possible function to be performed by employee, the City of Wilton Manors reserves the right in its sole and absolute discretion to modify and update this job description and to ask employee to perform tasks beyond the duties presented herein. In the event a change is necessary to update the essential functions of the job, the City will provide as much notice as practicable to the employee.*

- Generates correspondence, memos, agendas, minutes, permits, orders, requisitions, ordinances, reports, claim forms, manuals, budget documents, and/or other relevant materials appropriate to the assigned department.
- Performs a variety of administrative functions; e.g., data entry, typing, reports processing.
- Compiles, prepares, and may be responsible for distributing daily, weekly, monthly or annual reports, invoices, and other relevant materials appropriate to assigned department.
- Receives public inquiries and complaints, ascertaining the nature of the contact, and directing to appropriate personnel.
- Performs a variety of essential record keeping duties; manages department record keeping and filing system; e.g., occupational licenses, accounts payable, vendor files, personnel records, accounting, and fiscal data.
- Receives and reviews various reports, plans, and applications for the purpose of verifying accuracy, and ensures necessary copies of pertinent documents are made and distributed.
- Processes various forms required of assigned department; e.g., personnel forms, applications, invoices, work orders, purchase orders.

<b>SENIOR ADMINISTRATIVE ASSISTANT</b>
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- Operates various office equipment; e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Assists other unit personnel in supporting efficient functioning of the department.
- Performs related duties as assigned.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

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

High school diploma or GED; supplemented by up to one (1) to two (2) years responsible experience and/or training in administrative/secretarial support functions; 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.*