

**CITY OF STUART  
JOB DESCRIPTION**

**Title: EXECUTIVE ADMINISTRATIVE ASSISTANT**

**Department: Public Works Department**

**Job Code: 6020**

**Grade: H13**

**Exempt Status: Non-Exempt**

**CHARACTERISTICS OF THE CLASS**

Under the general supervision of the Assistant Public Works Director, performs advanced administrative duties and assists the assistant director as needed and provides administrative support to the Public Works Director. Incumbent is responsible for a variety of department organizational tasks and the coordination of division functions. Incumbent must be professional in responding to inquires from officials and citizens. A proactive outlook is required, independent decision making and working with minimal supervision is essential. Work is reviewed through written reports and conferences for adherence to established guidelines and policies

**EXAMPLES OF ESSENTIAL FUNCTIONS**

1. Researches and writes reports; handles special projects frequently of a very confidential nature.
2. Transcribes and drafts materials on an executive level for the Director including minutes of various boards.
3. Composes, edits and prepares correspondence, invoices, statements, reports and other departmental documents.
4. Designs and maintains specialized filing systems, maintains appointment calendar, coordinates special projects or committees as directed by supervisor; coordinates and maintains records of travel expenses, as well as prepares travel requests.
5. Responds to telephone or in-person inquiries; greets the general public, contractors, and city officials; answers various inquiries personally.
6. Responsible for the preparation of weekly payroll documents.

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7. Acts as liaison between the department and the general public.
8. Responsible for the administration of the utility, sanitation, and vehicle maintenance safety program.
9. Coordinates the functions of the utility, sanitation, and vehicle maintenance division of the Public Works Department.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**REQUIREMENTS**

**A. Training and Experience:**

High School Diploma, GED or business school certificate required; supplemented by a minimum of three (3) years progressively responsible executive level administrative experience; two (2) year College Degree preferred. Must be able to accurately type and transcribe dictation material or the equivalent combination of training and experience. Experience must include the use of computers and standard software applications such as Word and Excel. Florida Notary Public certification is required or the ability to obtain certification within three (3) months.

Must maintain a valid State of Florida Driver's License.

**B. Knowledge, Abilities and Skills:**

Knowledge of modern office terminology, methods, practices and procedures.

Knowledge of modern information systems, spreadsheets, database management and software.

Knowledge of departmental and municipal rules, regulations, policies, and procedures.

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Knowledge of modern management practices and principles.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees, superiors, contractors, city officials and the general public.

Ability to make, within scope of authority, complex decisions and interpretations in accordance with established rules, policies, and procedures.

Ability to communicate information tactfully and impartially.

Ability to accurately type and transcribe correspondence.

Skill in the operation of modern office equipment.

**C. Physical Requirements:**

Task involves some physical effort in frequent standing, walking, bending, stooping, stretching and moderate lifting (30 pounds); standard dexterity in the use of fingers, limbs or body in the operation of shop or office equipment. Task may involve extended periods of time at the keyboard.

**D. Environmental Requirements:**

Task is regularly performed without exposure to adverse environmental conditions.

**E. Sensory Requirements:**

Task requires sound perception and discrimination.  
Task requires visual perception and discrimination.  
Task requires oral communications ability.

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Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Director

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Public Works Director

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee