

**CITY OF STUART
JOB DESCRIPTION**

Title: EXECUTIVE ADMINISTRATIVE ASSISTANT

Department: Utilities & Engineering Department

Job Code: TBD

Grade: 11

Exempt Status: Non-exempt

CHARACTERISTICS OF THE CLASS

Under general supervision of the Utilities & Engineering Director or designee, performs advanced administrative duties and assists the Director or designee with a variety of tasks, analyses, and functions. Provides advanced administrative support and personalized assistance to the various team members of each division within Utilities & Engineering. Knowledge of the functional areas, regulations, procedures and policies is crucial to this position. Duties include a variety of clerical tasks, coordinating schedules and administrative duties with considerable public contact. Incumbent must be professional in responding to inquiries from officials, vendors, and citizens. A proactive outlook is required, independent decision making and working with minimal supervision is essential. Work is reviewed through conferences, observations of work in progress and written reports for results obtained and adherence to established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Assists with payroll preparation for the department and advising when action items are needed, ensuring compliance at each step. Prepares divisional reports associated with leave requests, assists with extended leaves of absence (e.g., FMLA, Workers' Compensation, etc.), and with time and attendance tracking software and related reports.
2. Coordinates and assists with daily activities needed to support the Utilities & Engineering Department; develops efficiencies to streamline processes.
3. Processes requisitions with approval authority as permitted by policy.

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4. Provides support to employees of every division, including but not limited to, questions regarding payroll, leave banks, and access to various benefit provisions.
5. Provides support to Team Leaders to include, but not limited to, Workers' Compensation processing, safety reporting, and other administrative functions as needed.
6. Assists with the preparation of Resolutions and City Commission agenda items.
7. Assists with special projects, many of which are of a very confidential nature.
8. Conducts research as instructed and prepares reports using various software applications.
9. Responds to public inquires, directs to appropriate personnel or department, works with all levels of staff, agencies, contractors, and vendors providing professional assistance.
10. Monitors employee certification and licensure requirements to ensure "active standing" in compliance with related laws, grants, job descriptions, and policies.
11. Composes, edits and prepares correspondence, invoices, statements, reports and other departmental documents.
12. Designs and maintains digitized and manual filing systems; maintains leadership appointment calendars; makes travel arrangements; coordinates special projects or committees as instructed by the Director.
13. Maintains tracking system for employee milestones and recognitions (e.g., anniversaries, birthdays, etc.).
14. Operates equipment including computer, photocopier, printer, calculator, facsimile machine, scanner, typewriter, postage meter, and others as needed.
15. Coordinates logistics for annual mock hurricane exercise and post-critique.

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16. Responsible for the administration of the Public Works / Utilities & Engineering Safety Incentive Program.
17. Responsible for preparation and tracking of employee evaluations within the Utilities & Engineering 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:

Associate Degree supplemented by three (3) years of responsible administrative support experience. Prior experience in a local government setting desired. An equivalent combination of education, training and experience may substitute on a year-for-year basis for the educational requirement. Florida Notary Public certification is required or the ability to obtain certification within three (3) months.

Possession of a valid Florida Driver License as required for the position.

B. Knowledge, Abilities and Skills:

Knowledge of business arithmetic and communications including modern officer terminology, methods, practices and procedures.

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

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

Knowledge of safety procedures, payroll requirements and employee scheduling.

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Ability to understand and follow complex oral and written instructions.

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

Ability to make accurate arithmetic calculations.

Ability to interpret, apply established policies and procedures and to communicate information tactfully and impartially.

Ability to create, maintain and prepare current and accurate reports and records.

Ability to work independently and in a team environment.

Ability to accurately type and transcribe correspondence.

Skill in the operation of modern office equipment including computer programs such as Word and Excel.

C. Physical Requirements:

Task involves some physical effort in frequent standing, walking, bending, stooping, pushing, pulling, 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 oral communications ability.
Task requires visual perception and discrimination.
Task requires sound perception and discrimination.
Task requires color perception and discrimination.
Task requires depth perception and discrimination.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Utilities & Engineering Director

Received by: _____ Date: _____
Employee