


City of Fernandina Beach
Job Description


City Manager's Signature
1.14.14
Date

Title: Administrative Specialist
Department: Parks and Recreation
FLSA Status: Non-Exempt
Reports to: Parks and Recreation Director
Salary Grade: 128

Qualifications

Must possess high school diploma or GED. Associate's or Bachelor's degree in Business Administration preferred. Five years work experience in an office environment required. Proficiency in Microsoft Office Suite and IMS Accounts Payable and General Ledger required. Must possess excellent oral and written communication skills. Excellent interpersonal skills required; customer service experience is required. Must have knowledge of standard office practices, procedures, equipment, and office assistance techniques. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.

General Description

Advanced administrative and clerical work coordinating administrative/clerical functions in an operating department or functioning in a specialized technical staff capacity.

Essential Functions

1. With minimal direction, provide administrative support to a complex operating department. Plan, initiate, and carry to completion various administrative assignments.
2. Input all revenue into the IMS program and track by individual programs.
3. Prepare reports, forms, research records, and maintain records and files.
4. Greet and assist visitors and staff in a friendly, professional, and hospitable manner; provide information as requested.
5. Assist with budget preparation and monitoring of budget control throughout fiscal year utilizing the IMS Accounts Payable, General Ledger, Excel and Word software programs.
6. Responsible for tracking invoices, receiving tickets, and reconciling purchase orders for payments. Responsible for cost accounting of materials chargeable to other departments within the City for the Finance Department.
7. Responsible for registration implementation of programs, services and facilities under this department.
8. Oversee the daily operation of the administrative office and staff.
9. Assist with insuring that all facilities are properly maintained.
10. Attend and participate in meetings as required.

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11. Analyze and resolve administrative problems. Develop and coordinate methods and procedural improvements to foster greater productivity.
12. Assist the Parks and Recreation Director with various research projects or special projects.
13. Assist with special events as needed.
14. Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
15. Other duties as assigned.

Essential Physical Skills

Acceptable eyesight, hearing (with/without correction), ability to communicate (orally and in writing), moderate lifting and carrying (up to 25 lbs.), sitting, walking, standing, reaching, and bending. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Normally works inside in an office environment.

Occasionally works outside.

Key Competencies: Integrity, Initiative, Judgment, Attention to Detail, Interpersonal skills, Communication (oral and written)