

City of Fernandina Beach  
Job Description

  
\_\_\_\_\_  
City Manager's Signature  
8/29/18  
\_\_\_\_\_  
Date

Title: Staff Assistant  
Department: Stormwater  
FLSA Status: Non-Exempt  
Reports to: Manager/Engineer  
Salary Grade: 126

**Minimum Qualifications**

- A. Education and Experience:  
Must possess high school diploma or GED. Associate's degree in Business Administration preferred. Two years of work experience in an office environment required. Proficiency in Microsoft Office and basic understanding of accounting required. Customer service experience a plus. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.
- B. Knowledge, Abilities, and Skills:  
Must possess excellent oral and written communication skills. Excellent interpersonal skills required. Must have knowledge of standard office practices, procedure, and equipment.
- C. Certification:  
Must possess valid Florida driver's license.

**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, provides administrative support to a complex operating department.
2. Greets and assists visitors and staff in a friendly, professional, and hospitable manner; provides information as requested.
3. Professionally and courteously responds to all incoming telephone calls and either assists caller or routes call appropriately.
4. Analyzes and resolves administrative problems. Develops and coordinates methods and procedural improvements to foster greater productivity.
5. Exercises judgment and discretion to interpret and apply rules, regulations, and policies.
6. Performs various administrative duties such as filing, typing, telephone answering, and computer input and retrieval.
7. Plans, initiates, and carries to completion various administrative assignments.
8. Assists in copying, collating, and binding documents.

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9. Maintains Accounts Payable (AP) files including check copies, bond expenditures and vendor files. Reviews AP checks and prepare checks and remittances to be mailed.
10. Assists in scanning documents for records storage/maintenance.
11. Attends and participates in meetings as required.
12. 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.), reaching, pulling, pushing, walking, sitting, standing, kneeling, and bending. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

**Environmental Conditions**

Works inside in an office environment.

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