



TOWN OF HIGHLAND BEACH

ADMINISTRATIVE SUPPORT SPECIALIST

The Town of Highland Beach, Florida is seeking a full time Administrative Support Specialist. The successful candidate will be flexible, highly organized, proactive, collaborative and calm under pressure. This is skilled clerical position within the Town Clerk's office, which performs secretarial support to the Town Clerk's Office Clerk. Excellent verbal and written communication skills, a professional demeanor, and a demonstrated ability to work efficiently and accurately are desired.

Qualifications:

- Associate's Degree in business management, public administration or equivalent required.
- Experience – A minimum of three year's experience in a municipal setting required.
- Knowledge of transcribing minutes, legislative agenda processes, records management, and familiar with advisory boards and committees.
- Knowledge of operating a variety of office software and machines and equipment, audio/video recording devices.

This position offers a complete benefit package with a pay range of \$31,788.00 – \$50,861.00, with starting salary based on experience and qualifications.

Applications may be obtained from our web site:

<https://highlandbeach.us/employment-opportunities/>

Alternatively, at the Town Hall located at 3614 South Ocean Boulevard, Highland Beach, FL 33487, OR by calling (561) 278-4548.

THE APPLICATION DEADLINE IS:

Open until filled

Posted: 04/09/2019



TOWN OF HIGHLAND BEACH

Administrative Support Specialist – Town Clerk’s Office

Bargaining Unit: General Employees

Department: Town Clerk	Status: Full-Time Permanent (40 hrs./wk)
Department Code: 001-512.100	Classification: Non-exempt
Immediate Supervisor: Town Clerk	Pay Grade: 16
Directly Supervises: N/A	Salary Range: Hourly: \$15.29 – \$24.46 Annually: \$31,788.00 – \$50,861.00

Position Summary:

Perform complex clerical work in support of the areas of responsibility of the Town Clerk, including answering the switchboard, receptionist and greeter for Town Administration, assisting the residents and the public, preparing correspondence, transcribing Town Commission, Advisory Boards and Committees meeting minutes, serves as board secretary for several advisory boards and committees. Work is performed under regular supervision.

Essential Duties and Responsibilities:

(The duties listed are intended to serve as an example of the typical functions performed. They are not exclusive or all-inclusive and will vary with assignments.)

- Greet and assist customers at the Town Clerk/Town Hall counter.
- Responsible for answering and screening incoming telephone calls; directs incoming calls to appropriate staff or department and takes messages
- Provide general assistance to customers with inquiries, problems or complaints regarding department and/or town operations.
- Board Secretary for several advisory boards and committees; attend meetings, prepare agendas and transcribe meeting minutes. Transcribe town commission meeting minutes.
- Maintain and update Town Hall bulletin boards.
- Prepare and setup Commission Chambers for the Town’s public meetings.
- Coordinate scheduling of Town meeting rooms.
- Receive and distribute incoming mail for all departments; prepare correspondence for mailing.
- Prepare and process lien searches.
- Assist the Town Clerk with records management.
- Assist with scanning and filing all official documents including ordinances, resolutions, minutes, and any associated agreements/contracts. Assist other departments with scanning projects as may be assigned by the Town Clerk.
- Order office supplies; prepare invoices; assist with public records requests.
- Performs research work and participates in special projects.
- Other duties as assigned by the Town Clerk.

Miscellaneous

- Maintains office supply inventory, supplies for office copier..
- Assists with planning and coordination of Town's Board Appreciation Luncheon and two community annual events.
- Handles photocopy requests.
- Maintain databases, including contacts, addresses, terms, etc.
- Update and maintain Town event/meeting calendar.
- Town Clerk's Office representative for the Safety Committee.
- Assist with administrative duties in Town Manager's office, if required.
- Attends board meetings as needed in the absence of the Deputy Town Clerk.
- All duties as assigned by the Town Clerk.

Minimum Qualifications:

Education and Experience

Association Degree from an accredited college, in business, public administration or related field with a minimum of three (3) years' experience in a professional office environment within a municipal government or general office environment. Experience with transcription, records management, and meeting management required.

Knowledge, Skills and Abilities Requirements

- Ability to multi-task; prepare minutes accurately and timely; establish and maintain working relationships with employees and general public; deal with the general public with diplomacy, tact and retaining confidentiality with these dealings.
- Communicates well with public, staff and other governmental agencies.
- Ability to present ideas clearly and concisely, exceptional writing and proofreading skills.
- Ability to establish and maintain effective working relationships with department and elected officials, co-workers and the public
- Knowledge of modern office methods, procedures and equipment.
- Ability to maintain detailed records.

Computer Equipment and Software Requirements: Include but not limited to Proficiency in Microsoft Office Products, Adobe Acrobat, Laserfiche, Granicus iLegislate and Meeting Manager, Website Management and Laserfiche.

Special or Desired Requirements

- Ability to become a Florida Notary Public within 30 days.
- Ability to work alternate hours. Quick learner.
- Ability to Type 55 wpm.

Physical Demands/Environmental Conditions:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed primarily in an office setting. The noise level in the work environment is moderate. Ability to mobilize between Town Hall and Commission Chambers.

Selection Guidelines:

Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required. The Town of Highland Beach is a Drug Free Workplace and an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Job History:

Created: 10-25-2010

Revised: 05-17-2016

Revised: 04-05-2019