

# LAUDERDALE-BY-THE-SEA - POSITION DESCRIPTION

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## SENIOR OFFICE SPECIALIST

### **Characteristics of the Class**

This is responsible administrative work in conducting the business and administrative operations of a department. Considerable initiative and judgment is exercised in conformance with standard operating policies and procedures.

### **Examples of Essential Functions**

Organizes and carries out a wide variety of administrative functions of a department.

Provides information to the public or customers on department operations and procedures and directs them to the appropriate Town staff when necessary.

Attends hearings and prepares minutes, agendas and documents.

Assists with the preparation and posting of agenda documents for the Town Commission, Magistrate and/or Board meetings.

Answers telephones, directs calls, takes messages.

Performs record searches.

Receives and routes outgoing and incoming mail and inter-office memorandums.

Maintains and updates electronic records.

Maintains department supplies, seeks quotes or bids, and processes purchase order requests and requests for payment.

Indexes and files correspondence, reports, records and other material.

Coordinates responses to requests for information, including tracking of Department follow-up.

Composes and types letters, memoranda and reports independently or from brief instructions;

Establishes and oversees office procedures;

Reviews correspondence, agenda items and reports for sufficiency and accuracy; obtains corrections as needed from originating staff.

Prepares and reviews the department payroll submissions; processes leave requests and other payroll and HR paperwork for employees within the Department;

Operates word processing and data processing equipment.

Performs other duties as assigned by the Department Director or other management personnel.

### **Training and Experience**

High School diploma or G.E.D. required.

Some college education and/or course work in typing, computers and business subjects desirable.

At least 4 years' experience in administrative or research work in an office environment; or an equivalent combination of training and experience.

### **Knowledge, Abilities and Skills**

Proficiency in the use of word processing and spreadsheet software.

Knowledge of the functions and operations of the department and of modern office practices and procedures.

Proficiency in business English, spelling and arithmetic;

Ability to perform work functions with little supervision.

Ability to manage the clerical and support duties of an office, including supervision of others when necessary.

Ability to effectively operate assorted office machines and equipment.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with the others.

Skill in preparing applications and forms to be used by the public and co-workers.

Skill in prioritizing tasks and meeting deadlines.

### **Physical Demands**

The tasks described herein are essentially sedentary, with occasional walking, bending, light lifting, or other restricted physical activities. Many tasks require visual perception and discrimination. Many tasks require oral communications ability.

### **Work Environment**

Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes). 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 qualified individuals with disabilities to perform the essential functions.

Pay Grade: 112:     \$ 32,462 minimum    \$40,576 midpoint     \$48,692 maximum

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