



City of Pompano Beach
Open Competitive
Job # 13-021

Opening Date: 01/18/13

Closing Date: 02/01/13



Position

Salary

DEPARTMENT HEAD SECRETARY

Biweekly: \$1,407.56 - \$1,980.56

Annual: \$36,596.56 - \$51,494.56

Work Days/Hours : Monday – Friday, 8:00 a.m. – 5:00 p.m.

Job Status : (X) Full time () Part time/temporary

Department/Number: Utilities/Water Administration/3305 Plan/Grade: 50/20

Position Summary *(Major Job Duties)*

Professional secretarial and administrative assistant to the Utilities Director. Interprets administrative policy and decisions as explained and directed. Relieves the department head of clerical details and operational administrative matters. Transmits orders and instructions with the authority of the supervisor. Performs public relations function with the public, department heads, officials, personnel and visitors. Prepares and coordinates events, meetings, conferences and appointments. Prepares reports and records. Office functions such as taking calls, filing, opens mail, arranges travel and answers inquiries. Composes correspondence independently, maintains records, files, accounting, payroll, bookkeeping, schedules and other department records. Processes purchase orders and updates manuals. May take and transcribe minutes of meetings. Organizes and contributes to the budgeting process. May supervise clerical or secretarial employees. Supervises the flow of communications for the office. Conducts research to find required information and prepares special reports such as Operations budgets and Capital Improvement Projects (CIP). This is an essential position; incumbent will be required to work extended hours during and after hurricanes or other disasters. Works proactively and provides excellent customer service to internal and external customers. Follows safety procedures and promotes a safe work environment. A strong understanding of ethical behavior is required. Performs related work as required.

Qualifications *(Education, work experience, special requirements)*

High school diploma or equivalent. Associates or Bachelor degree strongly preferred. Five (5) years experience in responsible secretarial administration. Experience using Microsoft Office applications. SunGard HTE knowledge a plus. Office administration experience is desirable. Knowledge of business English, spelling, punctuation, arithmetic and modern office practices and procedures. Knowledge of responsibilities and nature of confidential secretarial work. Ability to compose effective and accurate correspondence and to deal with non-routine reports. Experience with budgets, agenda items, and public purchasing procedures. Ability to meet and deal with the public in an effective and courteous manner. Excellent word processing skills. Skill in the application of modern administrative and record management techniques and practices. Sedentary position with the ability to see, read, handle or feel objects or controls, talk and hear. Noise level is usually quiet in an inside office setting. A comparable amount of training or experience may be substituted for the minimum qualifications.

Apply to the Human Resources Department, 100 West Atlantic Blvd., Pompano Beach, FL 33060
Phone (954) 786-4626 Fax (954) 786-5553 Job line (954) 786-4693

The City of Pompano Beach is an Equal Opportunity Employer

SEE PROCEDURE AND BENEFITS LINK ON WEBSITE FOR ADDITIONAL INFORMATION

www.mypompanobeach.org