

## CITY OF BONITA SPRINGS

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<b>JOB TITLE:</b>	<b>Executive Administrative Assistant</b>
<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>REPORTS TO:</b>	<b>Assistant City Manager</b>
<b>ROLE &amp; LEVEL:</b>	<b>A5</b>
<b>SALARY RANGE:</b>	<b>\$44,600 to \$66,900</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>

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### **WORK OBJECTIVE:**

Works directly for the Assistant City Manager and Public Works Department staff, and at times supports the office of the City Manager. Provides direct support to the Assistant City Manager and additionally provides support to the Public Works Department in the administration of contracts and related items. Works with the public and City staff to facilitate projects, service requests, complaints, and scheduling, as relates to Public Works.

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages Assistant City Manager's schedule, coordinates and schedules meetings and telephone conferences
- Communicates with city staff, vendors, and the general public to both provide and receive information, create and close service calls, issue permits, record documents with the county
- Generates internal and external correspondence, including letters, city documents, and project documents.
- Coordinates invoice approvals between Public Works and the Finance Department in a timely manner; documents and closes work orders
- Creates bid documents, coordinates and sets up pre-bid and pre-construction conferences, schedules bid openings, pays invoices, tracks Notice to Owners, and maintains spreadsheets and budget related items
- Provides follow-up for numerous items such as contracts, and invoices
- Provides follow-up with consultants and contractors
- Enters paid invoices into the Public Works Work Order System
- Creates service calls as needed
- Prepare Requests for Quotes or Project Specifications for sealed bids.
- Schedules meetings and appointments and orders supplies or special items as requested by staff
- Maintains consultant logs for all Professional Services Agreements and Supplemental Task Authorizations

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- Researches and prepares green sheets and corresponding resolutions for City Council
- Monitors on-going maintenance agreements with the City
- Requires the work to be done in the physical offices of the City, and from time to time at other locations where the City is providing services or holding City events
- Meets the attendance requirements of the position which is an essential function of this position
- Performs any other related work as required

Reasonable accommodations will be made for otherwise qualified individuals with a known disability.

These essential job duties, requirements and skills are not to be construed as a complete statement of all duties, requirements, and skills.

### **MINIMUM QUALIFICATIONS:**

High school diploma/GED; supplemented by five or more years' progressively responsible office support experience to include knowledge of modern office equipment and support functions; Microsoft Office skills required; or an equivalent combination of education, certification, training and/or experience. Experience with Public Works and/or Projects preferred.

- Possession of a valid State of Florida driver's license required
- Must be available to work a flexible schedule to include some evenings and weekends

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### **KNOWLEDGE, ABILITIES, AND SKILLS:**

- Knowledge of or familiarity with city governments
- Knowledge of Microsoft Office
- Ability to listen and translate problems and situations to bring about a positive outcome
- Skilled in organizational methods and time management
- Skilled at paying attention to detail
- Ability to be flexible and adaptable
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to organize work for timely completion
- Ability to follow complex oral and written instructions
- Ability to communicate effectively orally and in writing
- Ability to coordinate and schedule multiple assignments
- Ability to establish and maintain effective working relations with City Council, staff and the public
- Ability to work in a diverse environment

### **PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

### **SENSORY REQUIREMENTS:**

Tasks require sound and visual perception. Tasks require oral communications ability.

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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.

The City of Bonita Springs is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City of Bonita Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand the requirements for this position. I also understand that this job description and actual duties performed may change from time to time as needed and without notice. I hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date