**JOB TITLE: Senior Administrative Assistant - Communication**

**DEPARTMENT: Communications**

**REPORTS TO: Communications Director**

**ROLE & LEVEL: A5**

**SALARY RANGE: $47,500 to $71,200**

**FLSA STATUS: Non-Exempt**

**WORK OBJECTIVE:**

Provides direct administrative support to the Director of Communications and Facilities. Under the supervision of the Communications Director, assists with department processes and procedures, phone calls, processing of invoices, financial processes and support for the department and managing schedules.

**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.

* Provide direct support to the Director of Communications and Facilities and assists the director in facilitating department communication and processes.
* Assists in training staff in processes for the department as needed and assigned by director.
* Handles Director of Communications and Facilities’ calendar.
* Assists with department bids and contracts.
* Manages event calendar & online calendar.
* Updates communications webpage and news stories as needed.
* Assists with approved permitting notification.
* Generates internal and external correspondence, including letters, city documents, and project documents.
* Assists with department needs as assigned by the Director of Communications and Facilities.
* Coordinates invoice approvals between the Communications Department and the Finance Department in a timely manner.
* Must be organized and have knowledge of assisting with invoices and finance approvals.
* Maintains excel documents for department budget. Oversees financial approval process from department staff to the director.
* Assists with bid documents, schedules pre-bid walkthroughs and bid openings.
* Tracks projects for the department director.
* Maintains and organizes department files
* Assists department by maintaining supplies
* Prepares reports as requested
* Assists with maintaining an updated media list.
* Assists with drafting press releases and newsletters.
* Assists with maintaining files and inventory of photographs; responds to requests for photograph copies and reproduces photographs upon request.
* Complies with all applicable laws, regulations, and guidelines that address conflict of interest and code of ethics for government employees.
* 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. This position will be required to perform other job related essential and non-essential duties, requirements, and skills as required.*

**MINIMUM QUALIFICATIONS:**

Associate degree communications, business administration, and marketing or related; supplemented by 5 or more years’ experience in administrative role; 2 or more years’ experience with special events, finance or communications; or an equivalent combination of education, certification, training and/or experience.

* Possession of a valid State of Florida driver’s license required
* Must be available to attend evening meetings if necessary

**KNOWLEDGE, ABILITIES, AND SKILLS:**

* Knowledge of special events planning to include organization, press releases, and budget.
* Skilled in computer software programs including but not limited to Microsoft Word, Excel, Outlook, Publisher, etc.
* Knowledge of bids, contract preparation, and proposals
* Ability to effectively use computer applications, word processing, desktop publishing, graphics and Internet systems to perform assigned duties
* 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 work a flexible schedule including nights, weekends, and some holidays
* Skilled in organizational methods and time management
* Skilled at paying attention to detail
* Knowledge of computer word processing systems
* Ability to work with vendors to obtain financial documents in a timely manner.
* Ability to track invoices and process for approval.
* Must be organized and pay attention to detail.
* Knowledge of specialized terminology related to municipal meetings.
* Knowledge of prescribed formats and procedures in preparation of verbatim and

summary minutes

* Ability to coordinate and schedule multiple assignments.
* Ability to establish and maintain effective working relations with 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 with exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

**S ENSORY REQUIREMENTS:**

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

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 this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation. 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.

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Name (print) Supervisor’s Name (print)

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Employee Signature Supervisor’s Signature

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Date Date