

CLASS TITLE: ADMINISTRATIVE ASSISTANT

PURPOSE OF CLASS: Provides customer service to the general public, provides executive administrative and secretarial assistance to the Administration, Finance, Public Works and Police Departments, and serves as the Accounts Receivable Clerk for all departments.

EXAMPLES OF TASKS PERFORMED WITHIN CLASS:

Administration Department Administrative Assistant:

- Perform general office administrative duties for the Town Administrator and Town Clerk as needed;
- Perform other duties that may be assigned on an as needed basis.

Public Works Department Administrative Assistant:

- Serve as liaison between the Public Works Director and the general public with prompt replies to emails and phone calls;
- Serve as liaison between the Public Works Department and the Utility Companies concerning utilities locations, issues, etc.;
- Maintain schedules for walkway maintenance, street resurfacing and/or maintenance and the upkeep of the unpaved streets;
- Organize project work schedules under the direction of the Public Works Director;
- Compose and issue violation letters as needed by the Public Works Director;
- Receive and process applications for the surf chairs program, record reservation and coordinate with the Public Works Department for delivery;
- Coordinate the recycling program, communicate with Waste Industries for container delivery, pick up, etc., maintain customer database for annual billing purposes;
- Maintain a database of vacant property including physical addresses and owners mailing information for semi-annual mowing notifications, violation notifications, general correspondence, maintain mowing contractor list;
- Order necessary supplies and materials for projects as directed by the Public Works Director, working with the Finance Department as described by the purchasing policies;
- Maintain filing system in accordance with the adopted retention schedule;
- Produce monthly departmental report for the Council and Town Administrator
- Maintain employee schedules concerning vacations, holidays, etc.;
- Perform other duties that may be assigned on an as needed basis.

Social Media, Special Events and Public Relations Coordinator

- Perform general upkeep and maintain of the Town website;
- Perform general upkeep and maintain of the Town social media sites such as facebook, twitter, etc.;
- Develop a semi-monthly informational article concerning Town Council actions and/or research items, upcoming town projects and/or events, and related topics to be distributed to the news media and the emails subscribers list;

- Produce and release all topic sensitive press release as directed by the Town Administrator
- Serve as liaison to Community HOA/POA's
- Serve as liaison to any special events committees appointed by the Council;
- Serve as liaison to organizations bringing special events to the community such as the MS Breakaway to the Beach, Wounded Warriors Ride, Run Sunset Beach, Beach or Bust, etc.

Equipment Operated: Copiers, calculator, computer, fax machine, postage meter machine, and other assigned equipment.

Reporting Relationship: This position reports to and is under the direction of the Town Administrator.

Working Conditions: Not adverse

QUALIFICATIONS OF CLASS:

Education: High school graduate or its equivalent, at least one (1) year experience in computers, accounting practices and executive secretarial assignments.

Experience: Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Knowledge, Skills and Abilities:

- Working knowledge of website and social media management.
- Working knowledge of accepted office procedures.
- Knowledge of Windows and Excel Programs.
- Ability to perform a volume of numeral detail work with speed and accuracy.
- Ability to operate calculator.
- Ability to understand and follow complex oral and written instructions.
- Ability to establish and maintain effective working relationships with co-workers, officials, and the general public.
- Ability to execute data entry functions as well as word processing skills.

Special Requirements: Must be bondable.