



## **Job Description for Administrative Assistant (Public Works and Utilities)**

### **GENERAL PURPOSE**

Provide administrative support to the Public Works/Utilities Director in the day-to-day operations of the Public Works Department and Utilities Department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Compose and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness. Process Accounts Payable, assist in the procurement of department materials and supplies, maintain department, facilitate the building rentals. Order janitorial supplies for City facilities.

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

Knowledge of administrative and procedural regulations applicable to Municipal Government. Knowledge of American Data Group (ADG) software. Ability to establish and maintain effective working relationships with City employees, other Federal, State and Local Governmental representatives and the general public. Proficient in Microsoft Word, Excel & Power Point.

### **QUALIFICATIONS (Education, Training and Experience):**

Graduation from high school education or GED equivalent, and any equivalent combination of education and up to three years of progressively responsible Municipal/Government administrative experience.

**SPECIAL REQUIREMENTS:** Possession of a valid Florida Class E drivers' license with a good driving record as determined by Polk City. Absence of non-prescribed controlled substances in the applicant's system as verified by a laboratory approved by Polk City.

**PHYSICAL/ENVIRONMENTAL FACTORS:** Must have the physical ability, strength and flexibility to perform the job functions in the work environment. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

**SALARY:** DOQ

### **HOW TO APPLY:**

Please submit a completed Polk City Employment Application, Resume and any supporting documentation to Polk City, Attn: Sheandolen Dunn, Human Resources, 123 Broadway Boulevard SE, Polk City, FL 33868 (863-984-1375 x238 or Sheandolen.dunn@mypolkcity.org). Applications and a full job description can also be obtained at City Hall or by visiting the City's website ([www.mypolkcity.org](http://www.mypolkcity.org)).

### **Veterans Preference**

Veterans Preference' Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran" under (FS 295.07(2)(c) will receive an interview if they meet the minimum competency factors of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring manager.

**CLOSING DATE:** Open Until Filled

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

***Polk City is an Equal Opportunity Employer and a Drug Free Workplace***