



TOWN OF SOUTH PALM BEACH

Administrative Assistant – Town Clerk's Office

Department: Town Clerk's Office	Status: Part-Time (25 hrs./week)
Immediate Supervisor: Town Clerk's Office	
Town Manager: Robert Kellogg	Salary Range: Negotiable

Position Summary:

Under general supervision, performs all functions of this part-time position support and coordinate Town activities with the Community Affairs Advisory Board. Work involves calling speakers and performers to schedule town events and activities. Provides back-up assistance to Building Technician and Town Clerk with administrative/clerical work in Town Hall and other Departments as needed. Reports to the Town Clerk.

Essential Duties and Responsibilities:

Daily Functions:

- Transcribe and type all Regular Town Council Meetings, Special Meetings and Board Meetings Minutes.
- Prepares Council Chambers prior to each meeting.
- Runs CAAB Meetings, prepare agendas and handouts, mail agenda and minutes to members before the meeting. Take minutes and give reports of absent committee chairs at the meeting. Keep CAAB and other Town Boards lists up to date and recruit new members.
- Prepare for exercise classes. Provide sign in sheets for classes, coordinate with instructors for class times and payments. Track attendance and collect and file waiver forms.
- Organize speakers for the Robert Welstein Quest for Knowledge, coordinate scheduling and prepare calendar for all speakers. Prepare Certificate of Appreciation and follow-up with thank you email.
- Manage speakers for the Lecture Series. Prepare check in sheets, provide, and collect all items needed the night of the event. Prepare check request and follow-up with a thank you email.
- Work with Medical Center liaison persons and other content providers to coordinate and schedule the Wellness Program.

- Coordinate Town events and celebrations including but not limited to the Ice Cream Social and Art Show with the respective CAAB volunteers, and Memorial Day celebration with Town Council, staff and CAAB volunteers.
- Performs customer service functions for customers at the front counter and other departments, including information and assistance related to permits, permit applications, inspections, records research, documentation, procedures, fees, or other issues and responds to routine questions, complaints, or requests for service; answers and routes telephone calls, relaying messages for absent officials; greets visitors, receives inquiries and provides information or refers visitors to appropriate officials.
- Assists in scheduling building permit inspections and assists inspectors with inspection requests; assists applicants regarding inspection results as necessary.
- Types correspondence, forms, reports, and statements, assuming responsibility for spelling, punctuation, grammar and format; prepares a variety of records and reports as required for submission to various local, state and federal government agencies; proofreads various forms and documents, ensuring proper content, spelling, punctuation, grammar and format; prepares and mails various correspondence to Town residents and contractors/vendors.
- Schedules Town Hall meeting spaces for internal staff use as well as external use; Creates, maintains, and distributes internal and external calendars.
- Monitors Town related news articles, distributing and filing accordingly.
- Maintains both Town's bulletin boards.
- Utilizes facsimile machine or computers to transmit materials as requested; prepares photocopies of various documents.
- Assists with administrative duties in Town Manager's office if required.
- Assists residents in locating information associated with their normal daily activities.
- Answers incoming telephone calls for Town Hall.
- Coordinates scheduling of Town meeting rooms.
- Performs other related work as required

Miscellaneous

- Maintains office supply inventory.
- Submits meter readings on all copy machines leased by Town.
- Maintains supplies for office copier.
- Maintains office files
- Handles photocopy requests.
- Assists with Public Records Requests.
- Cross-trains with the Building Department
- Ability to multi-task.

Minimum Qualifications:

Education and Experience

High school diploma or acceptable GED equivalent with minimum three years' experience in general office work. Associate's degree or higher preferred. Proficient knowledge of Microsoft Office Suite. (A comparable amount of training, education or experience may be substituted for the minimum qualifications.)

Knowledge, Skills and Abilities Requirements

- Knowledge of modern office methods, procedures and equipment.
- Ability to maintain detailed records.
- Ability to establish and maintain effective working relationships with employees, supervisors, Town officials and the general public.
- **Proficient** use of Microsoft Office software applications: **Word, Excel, and Outlook.**
- General knowledge of modern office practices and procedures.
- General knowledge of arithmetic, grammar, spelling, punctuation, and vocabulary.
- Working knowledge of the standard accepted principles and practices of bookkeeping.
- Ability to exercise independent judgement and discretion as necessary in providing assistance and information to the general public.
- Ability to develop and modify work procedures, methods and processes to improve efficiency.
- Ability to communicate effectively in oral and written form.
- Ability to exercise tact and courtesy in contact with a variety of professionals and public officials at various levels of authority and influence, and the public.
- Ability to establish and maintain effective working relationships as necessitated by working assignments.
- Ability to research program documents and narrative materials, and to compile reports from information gathered.

Special or Desired Requirements

- Ability to become a Florida Notary Public within 30 days.
- Ability to work alternate hours and be on call on days off.
- Self-starter.

Physical Demands/Environmental Conditions:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed primarily in an office setting. The noise level in the work environment is moderate. Ability to mobilize between Town Hall and Council Chambers.

Selection Guidelines:

Formal application, evaluation of education, training, and experience; oral interview and reference check; job related tests may be required. The Town of South Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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.

Please submit any questions or requests for application and resumes by November 30, 2020 deadline to yalvarez@southpalmbeach.com.



