

TOWN OF HOWEY-IN-THE-HILLS

ADMINISTRATIVE ASSISTANT II

GENERAL DEFINITION AND CONDITIONS OF WORK:

This position will report to the Town Clerk. This position performs technically skilled tasks as well as administrative work of a difficult and highly responsible nature in the field of municipal government.

SPECIFIC DUTIES AND RESPONSIBILITIES (not all inclusive):

This is a skilled position that requires attention to detail. Involves processing utility billing, cash receipts utilizing the Town's municipal accounting software, accounts payable, and assisting Customers with various aspects of Town business.

PRIMARY RESPONSIBILITIES:

- Receive payments, verify amount and record receipt
- Prepare daily cash receipt report and deposit
- Process applications to establish and terminate Town Utility services
- Process accounts payable
- Interact with the public both in person and via telephone, answering inquiries and providing general information concerning Town services and operations
- Back-up Staff to post utility penalties and process delinquent notices
- Back-up Staff to process utility bills in their absence
- Maintains board appointments, records and correspondence
- Communicate with Town Clerk, Town staff and the Town Building Official regarding questions and/or concerns with building permits.
- Order supplies for Town Hall while maintaining expenditures within the approved budget
- Assist with updates to the Town website

SECONDARY RESPONSIBILITIES:

- Other clerical work that may include typing correspondence, preparing spreadsheets and reports, faxing, or emailing documents. All other duties as deemed necessary

EDUCATION AND SKILLS REQUIRED:

- Must possess a high school diploma or equivalent
- Ability to multi-task with ability to prioritize tasks
- Ability to plan and organize work in a manner conducive to full performance and high morale
- Ability to establish and maintain effective working relationships with Town Staff, Municipal Officials and the General Public
- Ability to prepare, analyze, interpret, and present complex statements and reports
- Ability to communicate ideas effectively both orally and in writing
- Proficient in Microsoft Office software, including Excel, Word and PowerPoint. Knowledge of Black Mountain software application is desired
- Accounts Payable experience
- Knowledge of the principles underlying general laws and administrative policies governing municipal practices and procedures

PHYSICAL REQUIREMENTS

- Must be able to sit for extended periods of time and enter data on a personal computer or terminal. Work requires reaching, standing, fingering, grasping, and repetitive motions.
- Occasional bending, stooping, and lifting up to 25 pounds. Will be required to file and/or retrieve files and transport material and/or equipment to off-site storage facility.
- Tasks require visual perception and discrimination. Visual acuity is required for preparing and

analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

- Hearing is required to perceive information at normal spoken word levels. Vocal communication is required for expressing or exchanging ideas and information with citizens and staff by means of the spoken word.
- Ability to communicate verbally in person and on the telephone; hearing is required to perceive information at normal spoken word levels.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein.

COMPENSATION

Hourly Wage \$10.00 - \$15.00 DOQ

Full-Time Non-Exempt Status

A pre-employment drug screen and physical is required. The Town is a Drug Free and Tobacco Free Workplace.

An incomplete or improperly submitted application and signed/dated job description will not be considered.

The Town of Howey-in-the-Hills is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Howey-in-the-Hills will provide reasonable accommodations 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.

Name (print)

Signature

Date

Submit application and signed job description to mmacfarlane@howey.org mail or delivered in a sealed envelope to:

Mailing Address:
Town of Howey-in-the-Hills
Attn: Town Clerk
P.O. Box 128
Howey-in-the-Hills, FL 34737

Physical Address:
Town of Howey-in-the-Hills
Attn: Town Clerk
101 N. Palm Avenue
Howey-in-the-Hills, FL 34737