

Job Title: **ASSISTANT TO THE ADMINISTRATOR (EXECUTIVE SECRETARY)**

**WAGES**

(hourly), based on qualifications

**GENERAL**

Performs work in general clerical duties related to the functions of the District.

This position reports to the Administrator.

**SPECIFIC DUTIES & RESPONSIBILITIES**

*Payroll*

- Performs weekly payroll functions including data entry, processing, direct deposit, reporting, and record keeping. Ensures payroll deductions and withholdings are accurately processed.
- Files Monthly reports with the appropriate agencies.
- Files IRS quarterly and annual tax returns.
- Prepares annual W2 tax reports for all employees and completes reports for IRS.
- Provides employment verification; understands laws regarding permissibility of questions and answers.
- Processes employee timecards, leave requests, retirement funding changes, and benefits deductions.

*Accounts Payable/ Accounts Receivable*

- Performs accounting functions including data entry, processing, and check writing.
- Assists supervisor in the preparation of the annual budget.
- Maintains the chart of accounts and updates with new account codes when necessary.
- Assists the auditor with necessary reports and statements to ensure a timely completion of the annual audit.
- Updates vendor & customer information as requested. Contacts vendors & customers as needed.
- Purchases supplies at approved vendors. Creates purchase orders as needed.
- Files forms with the state for tax exemption status.
- Creates, processes, and records invoices and payment thereof.

*Human Resources & Benefits*

- Maintains confidentiality of personnel records. Maintains and updates paper and electronic copies of personnel records.
- Provides information about benefit programs and files necessary forms, including sick leave, vacation leave, retirement plans, and workers compensation. Ensures that benefits remain in compliance with legal requirements. Assist employees with electronic submissions for benefits.
- Maintains performance evaluations.
- Maintains time off schedule and prevents conflicts.

*Public Side*

- Works with the local law enforcement to view and pull video/ pictures of suspicious activity or persons.
- Maintains a working relationship with personnel, landowners, property appraiser's office, and vendors.
- Responds to public records requests.
- Attends bid openings and assists in bid tabulations as requested.

### *Permitting*

- Reviews permit applications for completeness and accuracy. Refers permit applications to appropriate personnel. Files approved and complete permit applications. Retrieves historical permit applications as necessary.
- Coordinates calls from contractors, owners, engineers, and other governmental agencies.
- Performs mathematical calculations for permitting and files reports within time restrictions to other entities.
- May assist in the preparation of grant packages.

### *General*

- Employee serves at the Crew Leader level and has the authority to request and/or coordinate work from the Road & Bridge and the Building & Grounds Crew Leaders.
- Supervises and evaluates assigned personnel, including light duty assignments.
- Makes recommendations on personnel actions (promotions, transfers, discharges, disciplinary actions, etc)
- Performs or assigns end of probationary period evaluation for new employees.
- Provides clerical support for internal documentation.
- Answers telephone, receives inquiries, and provides information to general public concerning District activities. Records and routes messages to appropriate personnel.
- Receives incoming mail, sorts to appropriate personnel. Sorts outgoing mail, ensuring proper postage and accurate destinations.
- Establishes and maintains filing systems. Updates files for changes in information. Maintains files as indicated by the appropriate records schedule as published by the state of Florida and in accordance with additional statutes, policies, and procedures. Determines the historical value of files and archives as needed.
- Researches data and prepares special reports.
- Serves as a liaison between the other employees and service contract personnel (uniforms, etc)
- Prepares memos, letters, or other correspondence, ensuring proper spelling, punctuation, grammar, format, and proofreads meeting minutes for accuracy and verbiage.
- Prepares photocopies, packets, and documents and distributes as needed.
- Completes work on or before assigned deadlines.
- Must be able to work independently with little to no supervision.
- Assembles bid documents for upcoming projects, requests for proposals, and surplus sales.
- May be requested to record and/or transcribe minutes of public meetings.

The duties listed above are illustrative only and are not intended to describe every function that may be performed by this employee. The omission of specific duties does not preclude management from assigning those duties.

### **EMERGENCY STATUS**

Essential (level 3): Employee is expected to call in immediately following an emergency (declared or undeclared). The employee should call before their start time on a routine work day to verify if they should report. Position does not include non-deferrable services.

### **MINIMUM QUALIFICATIONS**

AA Degree or equivalent; Must have good written & verbal communications skills.

3 years experience in clerical and/ or 3 years experience in accounting

Must be knowledgeable in Quickbooks, Microsoft Word, Microsoft Excel, and Microsoft Outlook.

Valid FL Drivers License, class E minimum