

EXECUTIVE ASSISTANT TO THE COMMISSION

SUMMARY:

Under limited direction provides highly responsible and complex administrative and secretarial support to the Commissioners; functions as a liaison between Commissioners, Mayor, City departments and the public; works within the guidelines of the City Charter and the Sunshine Law to maintain integrity of the Commission office and is responsible for the dissemination of information to Commissioners and performs other duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are not in any hierarchical order)*

1. Composes and types general correspondence.
2. Edits correspondence and other documents for errors in format, clarity, sense and/or completeness.
3. Takes dictation and transcribes into appropriate format using a personal computer.
4. Monitors Commission's budget and tracks expenditures.
5. Attends Commission meetings, workshops, City meetings, and community development events.
6. Performs various clerical activities including travel arrangements, expense reports and scheduling meetings.
7. Establishes and/or maintains a comprehensive filing system including correspondence, media communications, and file indexes.
8. Researches, writes and prepares proclamations and resolutions as required.
9. Manages special projects at the request of Commissioners.

KNOWLEDGE, SKILLS AND ABILITIES:

- Skills in public and interpersonal relations.
- Skills in planning, organizing and time management.
- Knowledge of computerized systems and programs.
- Knowledge of general office procedures, practices, and filing systems.
- Knowledge of basic mathematic operations and English grammar, spelling and syntax.
- Knowledge of governmental policies and regulations.
- Knowledge of internal operations including inter-departmental functions.
- Knowledge of principles and practices of public administration.
- Ability to operate standard office equipment such as Dictaphone, keyboard, copier, fax machine, etc.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain department records, prepare records and take minutes of meetings.
- Ability to interact effectively with elected officials, supervisors, co-workers and the general public.
- Ability to organize and set priorities for multiple tasks.
- Ability to exercise good judgment under minimal supervision.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves detailed concentration for long periods of time in a modified office environment. Occasional need for light lifting. This position may require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: High school diploma or GED, supplemented with advanced secretarial coursework and minimum of five (5) years progressively responsible secretarial experience, or any equivalent combination of training and experience.