



CITY OF DeBARY, FLORIDA

Employee Job Description

CLASSIFICATION TITLE:	OFFICE ASSISTANT
DEPARTMENT:	PUBLIC WORKS
PAY GRADE:	10
PAY RANGE:	\$24,728.96 - \$32,411.28
EXEMPTION STATUS:	NON-EXEMPT
REPORTS TO:	PUBLIC WORKS DIRECTOR

GENERAL DESCRIPTION:

Under direct supervision of the Public Works Director performs duties related to administrative, secretarial and clerical functions in support of management and direction of the City of DeBary. This position requires the ability to work independently, exercising discretion, good judgment and initiative.

EXAMPLES OF WORK PERFORMED:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Provides administrative assistance to the Public Works Director .
- Screens phone calls, visitors and mail directed to the Public Works Director.
- Receives complaints and requests for information from public.
- Researches, compiles, analyzes data for special projects and prepares routine reports.
- Prepares and proofreads a variety of documents including general correspondence and reports; enter a variety of data and information into various computer programs.
- Maintains and updates departmental databases as required.
- Updates City Website for Department as required and directed.
- Ability to interpret pertinent federal, state and local laws , codes and regulations.
- Performs other related duties and functions as assigned by the Public Works Director.

MINIMUM QUALIFICATION REQUIREMENTS:

High school diploma or general education degree (GED) and six (6) months to one (1) year related experience and/or training; or equivalent combination of education and experience. Ability to work with Microsoft Office including Word, PowerPoint and Excel.

SKILLS, KNOWLEDGE & ABILITIES:

Communication Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Effective communication skills, both oral and in writing. Ability to efficiently organize and maintain



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filing systems, both manual and computerized. Maintains a calm and reasoned demeanor when dealing with customers who may present themselves in an irate fashion.

Reasoning Ability: Ability to apply common sense understanding to carry out multi-step instructions furnished in written, oral, or diagram form. Ability to deal with problems by choosing from several known choices with frequent reliance on how problems were dealt with before.

CERTIFICATES, LICENSES, REGISTRATIONS:

None Required.

ADA REQUIREMENTS:

Physical Demands: Work involves sedentary to light work in an office setting. There is frequent need to sit, talk, hear, use the hands and occasionally lift moderately heavy objects (up to 25 pounds) and perform other similar actions during the course of the workday.

Environmental Factors: Inside work. Essential functions are regularly performed without exposure to adverse environmental conditions.