

# City of DeFuniak Springs

1350 Baldwin Avenue  
Post Office Box 685  
DeFuniak Springs, FL 32435



Phone: 850-892-8500  
Fax: 850-892-8506  
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[www.defuniaksprings.net](http://www.defuniaksprings.net)

## **JOB NOTICE** **ADMINISTRATIVE ASSISTANT – ADMINISTRATION**

**Post Date: November 3, 2022**

**Open Until Filled**

**FLSA Status:** Non-exempt

**Starting Pay Range:** \$41,381.76-\$71,176.63 DOQ

### **Job Summary:**

Under the direction of the City Manager, performs routine, specialized, and responsible administrative and confidential tasks to support effective and efficient operations. Works with considerable independence within the scope of established policies and procedures. Requires discretion and diplomatic skill in representing policies and working effectively with City personnel, officials, and the public. This position serves as the City's Public Information Officer (PIO).

### **Essential Job Functions:**

- Serves as confidential Administrative Assistant to the City Manager.
- Provides clerical and administrative support to the Administration Department, including but not limited to routine office tasks, creating forms, reports, and other documents as requested, preparing and maintaining calendar for department operations, distributing mail, ordering supplies, and equipment, processing department correspondence, receiving and routing telephone calls, greeting visitors, responding to inquiries and public records requests for the department.
- Processes complaints and requests received by the City Manager's office by obtaining needed information and preparing replies.
- Reviews and approves various operating matters requiring processing through the Office of the City Manager as assigned and to the extent delegated.
- Coordinates activities of the City Manager's office with City departments and divisions and with outside agencies.
- Assists in the preparation of budget information and presentations.
- Responsible for invoices, contracts, and agreements and maintaining a calendar for renewal, requesting proposals, and placement on the agenda.
- Assists in preparation of bid specification packages, as required.
- Assists in preparing and submitting agenda requests.
- Processes purchase orders, invoices, expense reports for the Administration Department; tracks and monitors invoices charged against purchase authorizations and purchase requisitions.
- Organizes and maintains Administration Department records and files, including sensitive and confidential files, records, and materials.
- Interacts effectively with City Council and committees, staff, employees, and the general public to answer questions and provide information.
- Assists in writing, revising, editing, and proofreading City policies, procedures and other related documents as needed.
- Prepares and manages correspondence, assists with travel details for business trips, and coordinates and schedules meetings and appointments as directed by the City Manager.
- Works as a team member and provides administrative support to City staff to ensure smooth operation of day-to-day business within the City.
- In cooperation with City departments, compiles and summarizes material and data to be used in presenting information to the news media and the public.
- Serves as central point for quality and branding control for all City websites, publications, and outreach programs.
- Prepares and disseminates media releases and creates content regarding City activities, programs, plans, projects, emergencies, and special events.
- Drafts and publishes brochures, flyers, posters, annual reports, and other marketing materials to promote or relating to City services and events.
- Coordinates media interviews with appropriate City officials.
- Responsible for educating the community on government services.
- Serves as City's website and social media administrator and updates content and design as necessary.

- Photographs special events and projects for City's use.
- Responds to emergency situations and coordinates release of information to the media. May require after hours work.
- Participates in and completes special projects as required.
- Participates on committees and with events as needed.
- Attends city meetings and workshops as required.
- Adheres to work schedule and attendance requirements.
- Performs other duties as directed and required.
- Adheres to all safety rules and regulations.
- Must create a positive public image as a representative of the city.

**Required Qualification(s):**

Graduation from a standard high school or GED obtained. A progressively demonstrated skill of at least five (5) years experience and aptitude for performing responsible clerical work. Must be proficient in Microsoft Office computer programs. Requires a valid driver license.

**Preferred/Desirable Qualification(s):**

An Associate's Degree. Prior governmental experience. A preferred typing speed of 35 w.p.m. or better.

*An equivalent combination of education, training and experience may be substituted for the minimum requirements.*

Applications may be obtained by visiting the City's website at [www.defuniaksprings.net](http://www.defuniaksprings.net) or City Hall, 1350 Baldwin Avenue, DeFuniak Springs, Florida 32433. For more information, please contact the human resources department at 850-892-8500.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. The City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military.

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## City of DeFuniak Springs – Administrative Assistant

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**FLSA STATUS:** Non-Exempt  
**SUPERVISORY STATUS:** Non-Supervisory

**DEPARTMENT:** Administration  
**REPORTS TO:** City Manager

### **JOB SUMMARY:**

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### **ESSENTIAL JOB FUNCTIONS:**

***The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.***

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- Processes complaints and requests received by the City Manager's office by obtaining needed information and preparing replies.
- Reviews and approves various operating matters requiring processing through the Office of the City Manager as assigned and to the extent delegated.
- Coordinates activities of the City Manager's office with City departments and divisions and with outside agencies.
- Assists in the preparation of budget information and presentations.
- Responsible for invoices, contracts, and agreements and maintaining a calendar for renewal, requesting proposals, and placement on the agenda.
- Assists in preparation of bid specification packages, as required.
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- Processes purchase orders, invoices, expense reports for the Administration Department; tracks and monitors invoices charged against purchase authorizations and purchase requisitions.
- Organizes and maintains Administration Department records and files, including sensitive and confidential files, records, and materials.
- Interacts effectively with City Council and committees, staff, employees, and the general public to answer questions and provide information.
- Assists in writing, revising, editing, and proofreading City policies, procedures and other related documents as needed.
- Prepares and manages correspondence, assists with travel details for business trips, and coordinates and schedules meetings and appointments as directed by the City Manager.
- Works as a team member and provides administrative support to City staff to ensure smooth operation of day-to-day business within the City.
- In cooperation with City departments, compiles and summarizes material and data to be used in presenting information to the news media and the public.
- Serves as central point for quality and branding control for all City websites, publications, and outreach programs.

- Prepares and disseminates media releases and creates content regarding City activities, programs, plans, projects, emergencies, and special events.
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- Serves as City's website and social media administrator and updates content and design as necessary.
- Photographs special events and projects for City's use.
- Responds to emergency situations and coordinates release of information to the media. May require after hours work.
- Participates in and completes special projects as required.
- Participates on committees and with events as needed.
- Attends city meetings and workshops as required.
- Adheres to work schedule and attendance requirements.
- Performs other duties as directed and required.
- Adheres to all safety rules and regulations.
- Must create a positive public image as a representative of the city.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of operational characteristics, services, and activities of the functions, programs, and operations of the City Manager's Office.
- Knowledge of municipal operations, procedures, policies, laws, objectives and organization.
- Knowledge of municipal organization and the relationships within municipal government and other levels of government.
- Knowledge of modern office techniques, procedures and practices.
- Knowledge of the methods, principles, and practices of journalistic writing and editing as applied to public relations and promotion of municipal activities including:
  - Publication design, layout, and preparation of materials.
  - Photography and photo editing.
  - Media relations (including support for emergency operations).
  - Video shooting and editing.
  - Web design, productions, and maintenance.
- Knowledge of the principles and practices of public relations work including verbal, written, and visual presentations.
- Knowledge and ability in effective use of the internet and other alternative media, including fluency in both use of social media and the means to gauge its effectiveness.
- Knowledge of various software platforms to develop public information announcements, promotions, social media posts, and website maintenance.
- Knowledge of principles and practices of budget preparation and administration.
- Knowledge of principles and practices of grant administration and grant accounting.
- Skilled in dealing with customers and able to handle stressful situations.
- Skilled in creating ideas that improve production, organizational performance, or result in cost or time savings for the department.
- Ability to communicate effectively verbally and in writing with employees, Department Directors, other governmental agency representatives, City Officials, and the public.
- Ability to establish and maintain effective working relationships and collaborate effectively with a diversity of individuals both internally and externally.
- Ability to demonstrate flexibility and cooperative attitude when faced with change.
- Ability to develop and manage an accurate record keeping system.
- Ability to conduct research and prepare reports with minimal supervision.
- Ability to make sound professional judgment based on department needs and cost effectiveness.

- Ability to meet multiple deadlines and possess strong organizational skills, including attention to detail.
- Ability to present verbal and written reports clearly and concisely.
- Ability to work under pressure with frequent interruptions.
- Ability to lift and carry photography/video equipment to and from work locations.
- Ability to travel occasionally for meetings, training, or career development.
- Ability to operate motor vehicle to drive to training centers or various departments as necessary.
- Ability to obtain Florida Notary of the Public.

**QUALIFICATIONS, TRAINING AND EXPERIENCE:**

**Required Qualification(s):**

Graduation from a standard high school or GED obtained. A progressively demonstrated skill of at least five (5) years experience and aptitude for performing responsible clerical work. Must be proficient in Microsoft Office computer programs. Requires a valid driver license.

**Preferred/Desirable Qualification(s):**

An Associate's Degree. Prior governmental experience. A preferred typing speed of 35 w.p.m. or better.

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**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

***The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are 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 job functions.***

**Physical Demands:**

Requires the ability to coordinate hands and eyes using modern office equipment and must have moderate levels of eye/hand/foot coordination. Requires use of hand/fingers to handle, feel, and operate objects, tools, or controls such as keyboard; and reach with hands and arms. Specific vision abilities require close vision and ability to adjust focus. Requires the ability to differentiate colors and shades of colors and the ability to talk and hear. Must be able to lift and/or move up to twenty-five (25) pounds. Physical demands are in excess of sedentary work; requires prolonged periods of standing. Occasionally required to stand, walk, stoop, kneel, and crouch.

**Work Environment:**

Typical work environment will be in an office setting. The noise level is usually quiet to moderate. Occasionally exposed to outdoor weather. Requires occasional travel representing the city at meetings, in various professional associations, or for training and career development.

**This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_