



Town of Southwest Ranches Job Description

Title: **Administrative Assistant**
Department: Parks, Recreation, and Open Space (PROS)
FLSA Status: Non-Exempt
Reports to: Parks, Recreation, and Open Space Manager

General Description:

Performs a wide variety of tasks providing administrative support to the PROS Manager and other department(s) to which he or she may be assigned. Customer service, teamwork, accuracy and attention to detail are main priorities. Works as required within the context of the Town's Mission, Vision and Values Statement with a strong and progressive customer service orientation.

Essential Functions:

1. Supports administrative, operational, facility and emergency management functions under the direction of the PROS Manager.
2. Assists in preparation of the department's monthly reports, newsletter articles, memos and other documents.
3. Assists in compiling, updating and maintaining monthly performance measures data.
4. Assists in answering Department email correspondence in a friendly, professional, and hospitable manner, providing information and responses to PROS Department inquiries.
5. Answers Department phone and assists callers in a friendly, professional, and hospitable manner, providing information and responses to PROS Department inquiries.
6. Customer Service: Greets and assists visitors and Staff in a friendly, professional, and hospitable manner; provides information and responses to PROS Department inquiries.
7. Assists in special projects and events as needed.
8. Assists in maintaining facilities reservations.
9. Assists in coordinating facilities maintenance tasks.
10. Receives and processes department mail.
11. Assists in ordering department supplies and maintaining inventory.
12. Processes claim vouchers and purchase orders under direction of PROS Manager.
13. Documents and submits to Finance Department revenues received by PROS Department for events, Towing Contract, insurance reimbursements, Tree Preservation Fund, and other revenues received.
14. Assists in preparation of reports and other documents for monthly Recreation, Forestry and Natural Resources Advisory Board meetings.
15. Assists in preparation of reports and other documents for monthly Southwest Ranches Parks Foundation Board meetings.



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16. Performs various administrative duties such as filing, typing, and computer input and retrieval.
17. Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
18. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

Minimum Qualifications:

- A. Education and Experience:
Must possess high school diploma or GED. Some work experience in an office environment required. Proficiency in Microsoft Office Suite required. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.
- B. Advisory Board:
Assists with Recreation, Forestry and Natural Resources Advisory Board and Southwest Ranches Parks Foundation needs.
- C. Certifications:
Valid Florida driver's license
ICS certification in accordance to current NIMS requirements (or ability to obtain within 12 months)
- D. Knowledge, Abilities, and Skills:
 - Competent in written and verbal communication, task prioritization, issue assessment and problem solving. Able to change focus from one task to another when necessary.
 - Must have knowledge of standard office practices, procedures, equipment, and office assistance techniques. Must have working knowledge of Microsoft software including Word, Excel and Power Point.
 - Ability to serve the public and fellow employees with honesty and integrity in accordance with the Town's Ethics and Conflict of Interest policies.
 - Establish and maintain effective working relationships with the



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general public, coworkers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, color, religion, age, gender, ethnicity, disability, sexual orientation, marital status or political affiliation.

Essential Physical Skills:

Acceptable eyesight, hearing (with/without correction), ability to communicate (orally and in writing), reaching, pulling, pushing, walking, standing, sitting, kneeling, and bending.

Environmental Conditions:

Works primarily in an office environment. May also work outside the office during events or assisting with facility inspections and meetings.

Key Competencies:

Integrity, initiative, judgment, attention to detail, interpersonal skills, communication (oral and written). Work is performed under supervision of the Parks Recreation and Open Space Manager and is reviewed through reports, periodic internal and external audits, conferences, and an annual performance appraisal review.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)