

**LAUDERHILL COMMUNITY REDEVELOPMENT AGENCY (CRA)
CLASS DESCRIPTION, 2022**

POSITION TITLE: ADMINISTRATIVE SPECIALIST

GENERAL DESCRIPTION OF DUTIES

Under supervision of the CRA Director or designee, the purpose of the position is to provide complex, highly diversified office support for assigned areas within the CRA Districts. Employees in this classification perform complex and specialized administrative support work. Position is responsible for document management, schedules, meeting minutes, answering inquiries, and other office support duties. Performs related work as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Performs a variety of keyboard tasks from rough drafts, notes and oral instructions, such as forms, composes letters, reports, schedules, manuals, booklets, requisitions, and purchase orders; generate correspondence draft replies based on own research and initiative.

Functions as agency receptionist; receives and screens calls and visitors; directs to appropriate entities; answers questions and solves problems.

Attends meetings/conferences; records proceedings; prepares minutes.

Secures details of specialized information, coordinating office work and providing information regarding services and operations of the agency.

Develops, organizes, maintains and improves agency filing system; performs sorting, grading, verifying, filing, and/or retrieving agency office documentation.

Researches, compiles and assembles a wide variety of information to be used by others based on direction or perceived need; compares data and information as directed.

Prepares, organizes, and maintains agency records; establishes new and specialized files according to prescribed methods or perceived need.

Keeps appointment calendar and schedules appointments; makes travel arrangements.

Maintains agency supply inventory; orders supplies as needed; monitors budget/prepares purchase orders; maintains petty cash accounts.

Enters a variety of routine, technical, and specialized data into agency computer system. Prepares, sorts, prioritizes, and distributes all incoming and outgoing mail.

Operates a variety of office equipment, such as facsimile machines, typewriters, computer terminals, copy machines.

Assists with budget preparation.

Specific duties for City Clerk:

Notices agenda for board meetings, legal advertising and bids. Ability to type 45 words per minute.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED; supplemented by minimum three (3) years previous experience and/or training that includes office administrative support; or an equivalent combination of education, training, and experience.

SPECIAL REQUIREMENTS

Valid Florida Drivers License

Notary Public License

Ability to obtain with one year of hire.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity

required in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

The City of Lauderhill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

AGENCY USE ONLY

Classification: Full Time and Part-Time