

Administrative Assistant Job Description

I. PRESENCE IN OFFICE

- A. The Administrative Assistant is responsible for routine, regular maintaining/maintenance of the District office during designated business hours of the District. As the Executive Director has both field duties and meetings outside the office, is expected to be physically present at all times the Executive Director's duties or schedules take him out of the office.
- B. The Administrative Assistant recognizes that the staff of the District is limited, that multiple skills and experiences are required, and that the ability to seek time off is dependent upon the Executive Director's schedule, the needs of the District, and tasks to be performed. Therefore, absences and time off must be coordinated with the E.D. whenever possible.

II. ADMINISTRATIVE FUNCTIONS

*Responsible for all front desk operations, including answering the phone, receiving visitors, handling ingoing and outgoing correspondence, use of photocopier, and other secretarial functions.

- * Organizes and keeps files up to date.
- * Schedules public notice and advertising.
- * Carries out Public Records Request procedure, in accordance with JID policy and statutory requirements
- * Assists in maintenance of office maintenance and Board Room premises.
- * Prepares and distributes Board Agenda Package.
- * Attends to recording of Board meetings and preparation of minutes in a timely manner.
- * Forwards information requests to Executive Director and assists with his schedule.
- * Assist the Bookkeeper, CPA, and Executive Director by performing financial management functions under the overall guidelines of the "AdPro, Ch. 4," along with advisories from the State of Florida Department of Finance, Department of Revenue, and other pertinent bodies.
- * Assist the Executive Director JID web site maintenance and "updates".
- * Prepares and makes all bank deposits.
- * Performs other duties as required.

III. REVIEW OF PERFORMANCE

The Administrative Assistant shall serve at the pleasure of the Executive Director, shall be considered to be on probation for a period not to exceed six months, and shall receive an annual performance appraisal in September of each year, in conjunction with FY Budget Review process, with salary adjustments to begin at the commencement of the District fiscal year.

IV. SALARY

The salary range for the Administrative Assistant shall be based depending upon the individual's background, experience, academic training, and capabilities in meeting the above mentioned standards and fitness for the position.