



HAINES CITY

SECRETARY

DIVISION:	ANY
DEPARTMENT:	ANY
IMMEDIATE SUPERVISOR:	MANAGER, SUPERINTENDENT OR SUPERVISOR
FLSA STATUS / NAME:	NON - EXEMPT

POSITION FUNCTION: Under the direction of a Manager, Superintendent or Supervisor, performs assigned duties necessary to support the clerical functions and needs of City Departments and/or Divisions. Duties include, but are not limited to, record keeping, typing (e.g. memos, letters, spreadsheets, etc.), dictation, filing, answering telephones, taking and disseminating messages, guest services, errands, copying, bill processing, cash handling, and scheduling meetings, mail handling and distribution, and making travel arrangements.

ESSENTIAL DUTIES	PERCENT OF PERFORMANCE
Performs assigned duties necessary to support the clerical functions and needs of City Departments and/or Divisions. Duties include, but are not limited to, record keeping, typing (e.g. memos, letters, spreadsheets, etc.), dictation, filing, answering telephones, taking and disseminating messages, guest services, errands, copying, bill processing, cash handling, and scheduling meetings and making travel arrangements.	85%
Assists in the coordination, development and implementation of special projects. Duties include, but are not limited to, purchasing good and services, conducting research and data analysis, developing Power Point presentations, and assisting with project task coordination.	10%
Performs additional duties as assigned.	5%

Our Mission

"Our team of professionals will provide our residents and business community with the highest quality services in a fiscally responsible manner through cooperation, strong ethical leadership with a lifelong commitment to enriching lives."

P.R.I.D.E.

Professionalism • Responsiveness • Integrity • Diversity • Ethics



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PHYSICAL DEMAND FREQUENCY:

C = CONTINUOUS F = FREQUENTLY O = OCCASIONALLY R = RARELY N = NEVER

Standing	O	Reaching	O	Bending	O	Hearing	C
Sitting	F	Handling	O	Stooping	O	Talking	F
Walking	O	Fine Dexterity	F	Twisting	R	Foot Controls	O
Lifting	O	Kneeling	R	Climbing	R	Other (state) _____	
Carrying	O	Crouching	O	Balancing	R		
Pushing/Pulling	O	Crawling	R	Vision	C		

PHYSICAL DEMAND DESCRIPTION: (The following descriptions are to provide an example of potential physical activities and does not address the position's potential for accommodation; it is intended as a general example of how the physical demands might be performed and is not all inclusive.)

Standing	Assisting staff and customers; meetings
Sitting	Conducting desk work; meetings
Walking	To and from office; to and from meetings; filing; events; assisting staff
Lifting/Carrying	20 lbs - files; office supplies; work aids; books; laptop
Pushing/Pulling/Reaching	Supplies; files; retrieving items
Fine Dexterity	Telephone; keyboard; computer work; calculator; typing; desk work
Bending/Climbing/Balancing	Picking up supplies; files; stairs; walking; carrying; standing; holding
Vision	Writing; typing; filing; reading
Hearing	Telephone; customer interaction; staff; meetings
Foot Controls	Driving

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS: (The following list is intended to provide an example and is not to be construed as a comprehensive or complete catalog. The list does not include and does not supersede any requirements with respect to safety or protective equipment, uniform, apparel, gear or apparatuses required for the performance of any duties described herein.)

Computer, keyboard, software, telephone, copier, facsimile, scanner, mobile technology (e.g. smart boards, iPads, smart phones, etc.).

ENVIRONMENT:

Duties are performed primarily within an office environment. Possible exposure to dust and mold.

KNOWLEDGE/SKILLS/ABILITIES:

Required knowledge and experience is normally obtained through the completion of a curriculum resulting in either a High School Diploma or GED, and three (3) to five (5) years proven work related experience is required.

An Associate's Degree, Vocational, or Technical administrative clerical training is preferred.

Work requires the ability to read and write letters, memos, and contracts.

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Work requires the ability to develop spreadsheets and other job related analysis.

Must possess good oral and written communication skills.

Must possess good organizational skills.

Ability to work under high demands, short time constraints, and pressure of a fast paced work environment.

Ability to establish and maintain effective working and professional relationships with City and other public employees, public officials, contractors, consultants, vendors, media and the general public.

Thorough knowledge of Microsoft Word, Excel and Power Point.

Thorough knowledge of filing practices and principles.

OTHER REQUIREMENTS:

Must possess a valid Florida Class E driver license. Must pass applicable pre-employment testing and background and credit checks.

ACKNOWLEDGEMENT/SIGNATURE(S):

The above statements are intended to describe the general nature and level of work to be performed by individuals assigned to performing the duties of this job. The descriptions are not intended to be an exhaustive list of all responsibilities, duties and skills required of the person or persons classified in this position. This job description is subject to change by the City of Haines City (City) as the needs of the City and job requirements demand. By signing below, I agree that I have reviewed the above job analysis and acknowledgement and find it to be a fair representation of the job functions and requirements.

Employee Name

Employee Signature

Date

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