

CITY OF ORLANDO

JOB DESCRIPTION

JOB TITLE: COMMISSIONER'S AIDE-CONT

BENEFIT GROUP: CM Exempt

JOB CODE: XAMPT

PAY GRADE: NB109

AUTHORIZED STRENGTH: 4

PAY RANGE: *Min:* \$40,218.36 annually *Mid:* \$50,320.45 annually *Max:* \$60,422.54 annually

NATURE OF WORK:

Performs complex and specialized administrative work to City Commissioners. Primary duties include answering the telephone, receiving visitors, and screening and routing mail; performing research and collecting information for Commissioners; organizing and assembling materials for meetings, conferences, etc., and coordinating scheduling arrangements; composing and preparing correspondence; processing requisitions; and other general support duties. Employee is expected to exercise independent judgement, discretion, and initiative in performance of duties. Work is performed under general supervision and in accordance with established policies and procedures.

EXAMPLES OF WORK PERFORMED:

Note: The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.

Receives and screens phone calls and visitors, answers inquiries regarding City operations and procedures and/or refers to appropriate office.

Receives, screens, and routes incoming mail; locates files or other materials needed by supervisor/Commissioners.

Prepares correspondence, memoranda, reports, minutes, etc., from shorthand notes, dictaphone or written/oral instructions using typewriter and/or word processing equipment; proofreads and edits for typographical accuracy, grammar, and clarity.

Maintains Commissioners' calendars, schedules tentative appointments, advises of important meetings; makes travel arrangements, prepares itineraries.

Researches, collects, and organizes information from files, newspaper articles, library, City offices, County offices, Community organizations, etc.; prepares summaries and analyses as requested.

Organizes and assembles materials needed by Commissioners for meetings, conferences, public hearings, etc.; may coordinate scheduling arrangements as requested.

Requisitions supplies, office equipment, printing, etc., for six (6) programs using CRT; monitors office supplies inventory and requisitions as required; completes Check Request forms for purchases not available through OMIS, obtains authorized signature and forwards to Accounting.

CITY OF ORLANDO JOB DESCRIPTION

Establishes and maintains comprehensive filing system for each Commissioner in accordance with instructions and good office practices.

Monitors and maintains budgetary expenditures for two (2) programs; provides input for preparation of annual budget.

Maintains record of duplicating machine use and compiles monthly cost summary data by 40 user programs; acts as key operator.

Provides administrative support to other offices as necessary, (i.e., Office of the Mayor, Chief Administrative Officer, City Clerk).

KNOWLEDGE, SKILLS AND ABILITIES:

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MINIMUM QUALIFICATION REQUIREMENTS:

Associate Degree plus two (2) years experience in a responsible office position with considerable public contact; or an equivalent combination of education, training, and experience. Ability to type 55 CWPM, and pass dictaphone test desired. Ability to operate personal computer and related software. Shorthand and basic accounting skills may be desired. Must be able to communicate effectively with tact and diplomacy with employees, officials, and the public.

Valid Florida Driver's License required.

LAST REVISION: 9/25/2012