

# *CITY OF TEMPLE TERRACE*

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**POSITION:** ADMINISTRATIVE ASSISTANT TO THE CITY MANAGER  
**POSITION NO:** 1.207  
**DEPARTMENT:** Executive  
**PAY GRADE:** 26  
**SALARY RANGE:** \$22.24 - \$33.36 per hour

This is highly responsible, advanced administrative/executive support to the City Manager. The Administrative Assistant exercises discretion and sound judgment in accordance with the daily responsibilities and professional operation of the City Manager's Office. Interacts with and provides information to elected officials, media, public, City Clerk, City Attorney, department directors, and employees. Provides guidance to administrative staff in addressing day-to-day operations. Supervises Secretary III and directs the office workflow.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

- Ability to meet and effectively address the public, Mayor, City Council, and other public officials in a courteous, professional, knowledgeable manner.
- Comprehensive knowledge of City services, duties, and responsibilities to the public.
- Ability to learn, comprehend, and apply public sector rules and regulations in addressing resident problems and situations.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively orally and in writing; self-motivated and detail-oriented.
- Well-versed in the principles and practices of an executive office.
- Ability to compose effective and accurate correspondence; establish and maintain records.
- In-depth knowledge of Business English, composition, spelling, grammar, and punctuation.
- Proficient in computer applications, including *Microsoft Office*.

### **Training, Certification, and Experience**

- Bachelor's degree or Associate's degree in business or related field.
- Or, seven years experience in progressively responsible public sector or large corporation position.
- Or, an equivalent combination of training, education, and experience that provides the required knowledge, skills, and abilities.

### **Special Requirements**

- Valid Florida driver's license.
- Florida Notary within three months of employment.

**The City of Temple Terrace is a drug-free workplace.  
A pre-employment drug screen, criminal history background investigation, and a  
driver's license verification will be conducted.**

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**EQUAL OPPORTUNITY EMPLOYER  
VETERAN'S PREFERENCE EMPLOYER**

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**POSTING DATE: December 29, 2011  
CLOSING DATE: Open until filled.**