



The City Beautiful

City of Coral Gables Job Description

Job Title: Commission Aide
Department: City Clerk
Classification: 0604
Pay grade: 15E
FLSA: Exempt

Summary

The position provides administrative and secretarial support to members of the City Commission.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Prepares appropriate replies to constituent correspondence independently or as directed by the members of the Commission.

Refers constituent issues to appropriate department or personnel.

Performs office and clerical support functions which include composing, typing, editing and distributing correspondence, scheduling appointments, routing correspondence, maintaining records, filing, etc.

Greets members of the public on behalf of members of the Commission. Receives and screens incoming telephone calls. Answers telephone calls and inquiries from residents, customers, business owners, as well as other governmental officials, professional staff and the general public.

Schedules appointments, conference registrations, travel arrangements and performs other related administrative and clerical duties.

Reads and prioritizes incoming mail and email. Sorts and distributes incoming mail and processes outgoing mail.

Attends and/or represents members of the Commission at community and homeowner meetings as representative of a Commission member and prepares meeting summaries.

Prepares letters and memoranda for Commission members.

Prepares materials for meetings and public speaking engagements.

Takes and compiles meeting minutes.

Conforms with and abides by all regulations, policies, work procedures and instructions.

This position falls within the office of the City Clerk. Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of department operations, policies and procedures, rules and regulations. Knowledge of office practices, processes, systems, and equipment. Ability to perform many tasks in a short time frame. Ability to understand and follow written and verbal instructions. Ability to maintain records, and prepare reports. Computer literacy and the ability to efficiently utilize computer and office equipment. Ability to establish and maintain effective working relationships with City officials, management, co-workers, and the public. Oral and written communications skills.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Considerable amount of time spent using computer. Work is predominantly indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

A high school diploma or equivalent is required for this position. Four (4) years experience in progressively responsible clerical and administrative positions is required.

Valid Florida Driver's License