



**INTERNAL/EXTERNAL POSTING**  
**Administrative Assistant**  
**Utilities Department**

**Description:**

This position is full-time, Monday through Friday from 7:30 AM to 4:30 PM and will report directly to the Utilities Director. Candidate will maintain workflow by studying methods; implementing cost reductions; and developing reporting procedures; create and revise systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes; develop staff by providing information, educational opportunities, and experiential growth opportunities; resolve administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions; provide information by answering questions and requests; maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies; create operational requirements by scheduling and assigning administrative projects; expediting work results; maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks and participating in professional societies.

**Requirements:**

High School or GED equivalency; valid Florida Driver's License. Must have reporting skills, administrative writing skills, Microsoft Office skills, organizational and analytical skills, be professional, be a problem solver and have strong communication skills.

It is preferred that candidate have Utility Department experience.

**Pay Rate: \$12.37 per hour**  
**Posting Date: 9/30/2015**  
**Open until filled**

**Candidates are requested to complete a City Employment Application (copies available at Bunnell City Hall or on the city website at [www.bunnellcity.us](http://www.bunnellcity.us)). The application is to be forwarded along with personal resumé to: [adevries@bunnellcity.us](mailto:adevries@bunnellcity.us) or via mail to City of Bunnell, PO Box 756, Bunnell, FL 32110. *Resumes sent without a city application will not be considered.* Internal applicants **MUST** submit a letter of intent to apply along with information as to how they qualify for the position.**

**Bunnell has a zero tolerance drug policy and complies with EEO policies.  
This position will require a drug test before employment is complete.**