



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). The application is to be forwarded along with personal resumé to: 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.**