

050058

BACK UP
Reclassification of Staff Assistant, Sr.
(GRU Finance Department)

STAFF ASSISTANT, SENIOR

NATURE OF WORK

This is responsible administrative and staff support work of a complex nature supporting diverse functions.

CLASSIFICATION STANDARDS

Positions allocated to this classification typically report to a first level manager of a diverse functional area or a middle manager and work under general supervision. Work in this class is distinguished from higher classes by its complex nature, limited supervisory responsibilities and from lower classes by a greater variety of more responsible duties and innovation.

This position level is expected to perform duties associated with all lower levels of the Staff Support series.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Depending on area of assignment:

Assists supervisor in researching and responding to inquiries and complaints. Independently resolves routine to moderately-complex complaints.

Assigns work to other subordinates of the assigned supervisor; coordinates work flow, and facilitates work completion.

Assists in development, preparation, and monitoring of annual and project budgets.

Composes moderately-complex correspondence.

Performs limited analyses and prepares and summarizes moderately-complex statistical data.

Serves as liaison to internal groups and committees as well as external groups and agencies relating to assigned functional areas.

Takes real time or machine dictation.

Writes, edits, produces, and distributes informational, publicity, and promotional materials.

Monitors administrative and operational directives from upper management to ensure compliance for area.

Processes payables.

Attends work on a regular and continuous basis.

NON-ESSENTIAL JOB FUNCTIONS

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited high school or possession of an acceptable equivalency diploma, and three (3) years support staff experience, or an equivalent combination of training and experience which provide the required knowledge, abilities, and skills.

LICENSES/CERTIFICATES

Certified Administrative Professional (CAP) certificate or Certified Professional Secretary (CPS) certificate preferred.

If courier duties required, a valid Florida Drivers license with a safe driving record.

NOTES

Must type at a minimum speed of 35 correct words per minute or at a higher speed as set by the department.

Demonstrated proficiency in relevant software and advanced computer skills.

May require occasional after-hours work.

SELECTION FACTORS

Thorough knowledge of office terminology, practices, and procedures, equipment and business English, spelling, and arithmetic.

Thorough knowledge of computers and relevant office software.

Thorough knowledge of organizational policies, procedures and practices.

Ability to analyze moderately-complex information and prepare moderately-complex summary reports.

Ability to understand and follow complex oral and written instructions.

Ability to resolve customer complaints and answer inquiries.

Ability to work effectively with co-workers and internal and external customers.

Ability to communicate effectively, both orally and in writing.

Ability to use personal computers and basic office equipment.

Ability to organize and coordinate multiple work and office staff assignments.

Human Resources Department: Signed original on file in Human Resources / _____
Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

Revised: 12/24/2002; 3/2/2004.

CWA ADMINISTRATIVE SUPPORT

PAY PLAN

EFF 1-3-2005

8002	Aquatic Leader	EE	\$12,5916	\$14,0790	\$15,5664	\$26,190.62	\$29,284.39
1315	Community Program Coordinator	EE	\$12,5916	\$14,0790	\$15,5664	\$26,190.62	\$29,284.39
3052	Customer Service Representative I	EE	\$12,5916	\$14,0790	\$15,5664	\$26,190.62	\$29,284.39
3209	Fleet Support Specialist	EE	\$12,5916	\$14,0790	\$15,5664	\$26,190.62	\$29,284.39
7514	Legal Program Assistant	EE	\$12,5916	\$14,0790	\$15,5664	\$26,190.62	\$29,284.39
8012	Recreation Leader	EE	\$12,5916	\$14,0790	\$15,5664	\$26,190.62	\$29,284.39
3217	Storekeeper II	EE	\$12,5916	\$14,0790	\$15,5664	\$26,190.62	\$29,284.39
3013	Account Clerk	FF	\$13,8508	\$15,4870	\$17,1231	\$28,809.69	\$32,212.83
3101	Buyer	FF	\$13,8508	\$15,4870	\$17,1231	\$28,809.69	\$32,212.83
1211	Human Resources Technician	FF	\$13,8508	\$15,4870	\$17,1231	\$28,809.69	\$32,212.83
7335	Police Services Technician I	FF	\$13,8508	\$15,4870	\$17,1231	\$28,809.69	\$32,212.83
3071	Program Assistant	FF	\$13,8508	\$15,4870	\$17,1231	\$28,809.69	\$32,212.83
1147	Staff Assistant, Sr.	FF	\$13,8508	\$15,4870	\$17,1231	\$28,809.69	\$32,212.83
1223	Training Technician	FF	\$13,8508	\$15,4870	\$17,1231	\$28,809.69	\$32,212.83
1141	Zoning Technician	FF	\$13,8508	\$15,4870	\$17,1231	\$28,809.69	\$32,212.83
7301	Court Liaison Specialist	GG	\$15,2359	\$17,0357	\$18,8354	\$31,690.66	\$35,434.11
3054	Customer Service Representative II	GG	\$15,2359	\$17,0357	\$18,8354	\$31,690.66	\$35,434.11
3061	Field Collector - Occ License	GG	\$15,2359	\$17,0357	\$18,8354	\$31,690.66	\$35,434.11
1203	Human Resources Clerk	GG	\$15,2359	\$17,0357	\$18,8354	\$31,690.66	\$35,434.11
6149	Meter Reader Crew Leader	GG	\$15,2359	\$17,0357	\$18,8354	\$31,690.66	\$35,434.11
6153	Meter Service Dispatcher	GG	\$15,2359	\$17,0357	\$18,8354	\$31,690.66	\$35,434.11
4132	Operations Assistant	GG	\$15,2359	\$17,0357	\$18,8354	\$31,690.66	\$35,434.11
4133	Operations Assistant - GAS	GG	\$15,2359	\$17,0357	\$18,8354	\$31,690.66	\$35,434.11
9745	Parking Operations Supervisor	GG	\$15,2359	\$17,0357	\$18,8354	\$31,690.66	\$35,434.11
7327	Police Property Specialist	GG	\$15,2359	\$17,0357	\$18,8354	\$31,690.66	\$35,434.11
5059	Service Dispatcher - Streets	GG	\$15,2359	\$17,0357	\$18,8354	\$31,690.66	\$35,434.11
2569	W/W/W Service Dispatcher	GG	\$15,2359	\$17,0357	\$18,8354	\$31,690.66	\$35,434.11
3015	Account Clerk Sr	HH	\$16,7595	\$18,7392	\$20,7189	\$34,859.71	\$38,977.52
3043	Customer Accounts Representative Sr	HH	\$16,7595	\$18,7392	\$20,7189	\$34,859.71	\$38,977.52
7329	Police Property/Evidence Specialist	HH	\$16,7595	\$18,7392	\$20,7189	\$34,859.71	\$38,977.52
1121	Police Records Supervisor	HH	\$16,7595	\$18,7392	\$20,7189	\$34,859.71	\$38,977.52
7337	Police Services Technician II	HH	\$16,7595	\$18,7392	\$20,7189	\$34,859.71	\$38,977.52
3223	Utility Inventory Control Specialist	HH	\$16,7595	\$18,7392	\$20,7189	\$34,859.71	\$38,977.52

BY GRADE LEVEL

EXECUTIVE ASSISTANT, SENIOR

NATURE OF WORK

This is advanced, diversified, confidential and complex administrative and staff support work supporting multiple functional areas.

CLASSIFICATION STANDARDS

Positions allocated to this classification report to a Charter Officer or senior manager of a department with multiple divisions and is primarily self-directed. Work in this class is distinguished from higher classes by its lack of overall department and managerial responsibility and from lower classes by its participation in and support of the responsibilities of the supervising manager, characterized by initiative and independence.

This position level is expected to perform duties associated with all lower levels of the Staff Support series.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Depending on area of assignment:

Develops, plans, and oversees administrative details and coordinated workflow of assigned area. Sets work goals, objectives, and priorities.

Works directly with department and division managers to facilitate completion of respective assignments and objectives.

Composes, edits, and communicates complex administrative documents.

Provides consultation and assistance regarding specific matters within area of expertise in resolving complex inquiries and complaints.

Assists in the drafting and administration of complex documents.

Researches, reviews, gathers, and compiles detailed and specialized information for legal suits, disputes, and investigations.

Supervises, plans, and coordinates work of subordinates.

Prepares and administers department budget including purchasing authority.

Provides training and instruction in areas of expertise.

Provides leadership and direction to staff.

Assists administrator with confidential/sensitive materials related to labor agreements, political issues, personnel matters, and/or criminal records.

Monitors grant compliance.
Prepares and makes presentations.
Attends work on a regular and continuous basis.

NON-ESSENTIAL JOB FUNCTIONS

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Possession of an Associate degree from an accredited college or equivalent vocational/technical training, and three (3) years responsible experience, or an equivalent combination of training and experience which provide the required knowledge, abilities, and skills.

LICENSES/CERTIFICATES

An Administrative Professional (CAP) certificate or Certified Professional Secretary (CPS) certificate preferred.

If courier duties required, a valid Florida Drivers license with a safe driving record.

NOTES

Must type at a minimum speed of 35 correct words per minute or at a higher speed as set by the department .

Demonstrated proficiency in relevant software and advanced computer skills.

May require occasional after-hours work.

SELECTION FACTORS

Comprehensive knowledge of administration, organization, policies, practices, and programs.

Thorough knowledge of liaison duties and responsibilities.

Ability to function in a politically sensitive and volatile environment.

Ability to coordinate projects.

Ability to work with minimal supervision.

Ability to maintain confidentiality and respond appropriately to sensitive/confidential issues.

Ability to resolve conflicts.

Ability to understand and follow complex oral and written instructions.

Ability to resolve customer complaints and answer inquiries.

Ability to work effectively with co-workers and internal and external customers.

Ability to communicate effectively, both orally and in writing.

Ability to use personal computers and basic office equipment.

Ability to organize and coordinate multiple assignments and office staff in a multi-functional work environment.

Human Resources Department: Signed original on file in Human Resources / _____

Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

Revised: 12/24/2002; 3/2/2004 .

**Management, Administrative, and Professional Pay Plan
Effective January 3, 2005**

TITLE CODE	JOB TITLE	NEW PAY GRADE	MIN	MID	MAX
2319	Planning Assist	EXA	\$28,325	\$33,636	\$38,947
3019	Accountant I	EXB	\$30,450	\$36,159	\$41,868
2103	Conservation Analyst I	EXB			
1151	Executive Assist	EXB			
8004	Food & Beverage Manager	EXB			
1207	Human Resources Analyst	EXB			
3301	Management & Budget Tech	EXB			
9511	Transit Supervisor	EXB			
8108	Events Coordinator	EXC	\$32,733	\$38,871	\$45,008
→ 1153	Executive Assist Senior	EXC			
8111	Grants Program Specialist	EXC			
7513	Legal Assistant*	EXC			
2311	Permit & Development Coor	EXC			
2329	Plans Examiner I	EXC			
9505	Transit Services Coordinator	EXC			
8113	Visual Arts Coordinator	EXC			
2111	Marketing & Communications Specialist	EXD	\$35,188	\$41,786	\$48,384
2105	Conservation Analyst II	EXD			
1103	Executive Asst to	EXD			
7315	Police Crime Analyst	EXD			
3021	Accountant II	EXE	\$37,827	\$44,920	\$52,013
1401	Administrative Assist	EXE			
3302	Budget Specialist	EXE			
6061	Engineer I / Utility Designer I	EXE			
7013	Fire Public Education Special	EXE			
3069	Investment Analyst	EXE			
7511	Legal Assistant Senior	EXE			
7507	Paralegal*	EXE			
1403	Office Manager Public Works	EXE			
2315	Planner	EXE			
2331	Plans Examiner II	EXE			
2207	Program Coordinator	EXE			
3213	Property Control Specialist	EXE			
2114	Public Education Spec	EXE			
1309	Safety Specialist	EXE			
1221	Trainer	EXE			
9510	Transit Planner	EXE			
1423	Util Results Analyst	EXE			

Note: *Non-exempt

RELATED FILE # 050021

See Item # 050038 and Item # 050039



City of Gainesville

City Hall
200 East University Avenue
Gainesville, Florida 32601

Matter Summary

File Number	Title	Current Status
050021	Discussion Item Update from Dr. Tom D. Freijo, Senior Vice President of The Mercer Group, Inc. (B) Introduced: 5/23/2005	Passed Controlling Body: City Manager

050021

July 21st-5:00PM-Present Interview Guide to Commission-Special Meeting-City Hall Auditorium

July 28th-9:00AM-City Commission and others conduct interviews with finalists-Special Meeting-City Hall Auditorium

July 29th-TBD-City Commission makes final selection-Special Meeting-City Hall Auditorium

..Title

Update from Dr. Tom D. Freijo, Senior Vice President of The Mercer Group, Inc. (B)

..Explanation

On May 17, 2005, Dr. Tom D. Freijo, Senior Vice President of The Mercer Group, Inc., met with each Commissioner and the Commissioner-Elect to gather information for the search process for the position of City Manager. Dr. Freijo will present his recommendations based on the information that he received from the Commission. In addition, Dr. Freijo will present a schedule and discuss other aspects of the hiring process.

..Fiscal Note

None

..Recommendation

The City Commission hear an update from Dr. Tom D. Freijo of The Mercer Group, Inc. and take appropriate action.

..Title

Salary Review of City Manager Salary Ranges (NB)

..Explanation

Related to file #050021.

..Recommendation

The City Commission refer the issue of a salary review for City Manager salary ranges and related information to the P & O Committee.

..Title

Compensation for the Interim City Manager (NB)

..Explanation

Related to file #050021.

..Recommendation

The City Commission refer the issue of compensation for the Interim City Manager to the P & O Committee for their review and recommendations back to the City Commission.