



*The City Beautiful*

## City of Coral Gables Job Description

**Job Title:** Part-Time Special Projects Assistant    **Prepared Date:** 04/2015  
**Department:** City Manager's Office    **Approved By:** HR  
**Classification:** 0086    Cathy Swanson-Rivenbark   
**Pay range:** \$28.09/per hour  
**FLSA:** Non-Exempt

### Summary

Performs a wide variety of complex and administrative duties in support of the City Manager's Office that require considerable initiative, tact, maturity, accuracy, and independent judgment. Requires ability to work collaboratively with other individuals and departments and to multitask in a fast-paced and high energy setting.

### 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.

Handles special projects for City Manager. Conducts research. Compiles and analyzes data. Studies problems and develops solutions. Recommends and implements procedure changes.

Initiates and responds to written and verbal correspondence and provides excellent customer service.

Operates and assists staff on the proper use of computers and other technological devices.

Obtains estimates for a variety of services provided to the City and ensures that vendors provide required services.

Researches new initiatives resulting in best practices and cost efficiencies.

Prepares, maintains and distributes a variety of reports.

Provides project support to Assistant City Manager/Director of Public Safety and Assistant City Manager-Operations, when needed.

Coordinates closely with Executive Secretary to the City Manager on matters related to scheduling, electronic correspondence, and agenda preparation.

Performs other related tasks as required.

### Knowledge, Skills, and Abilities

Knowledge of City-wide operations, policies and procedures, rules and regulations. Knowledge of office management and budgeting procedures. Knowledge of office practices, systems and equipment. Ability to prepare and maintain budgets. Ability to conduct research, compile and analyze data. Ability to study problems and recommend solutions. Ability to communicate effectively with management, co-workers, the public and City officials. Ability to maintain complex records and prepare reports. Ability to work independently and make decisions. Competency in Microsoft Word, Excel, Outlook, PowerPoint, and Windows and strong organizational, written, and verbal 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, reach above and below shoulders, hands to fingers dexterity, 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, copies and fax machines. Work is predominately 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**

High School diploma or equivalent.

Six (6) years administrative or executive secretarial experience with the City of Coral Gables required.

Valid Florida Driver's license.