

**Town of Hillsboro Beach  
Administrative Assistant  
Full Time Position - 40-Hours per week**

**Open Date: 8/24/2020**

**Close Date: 9/21/2020**

**Administrative Responsibilities:**

The purpose of this position is to provide administrative support to the functioning of Town Hall and assist the Town's Manager, Clerk and Commission in serving residents. The position serves under the supervision of the Town Clerk and is entrusted with numerous and diverse duties requiring advanced administrative work.

**Essential Job Functions:**

- Oversee the administration of the Town's Community Shuttle program.
- Assist in the Town's procurement process.
- Provide support with the development of the Commission Agenda.
- Assist Town Clerk with Record Retention and Scanning.
- Box and label files for year-end storage as directed by the Town Clerk and State Law.
- Email Marketing - Format and Distribute info via email.
- Upload documents into record repository system and ensure ADA compliance
- Answers telephones and greet visitors - records and relay messages as appropriate.
- Handle incoming and outgoing mail and correspondence with other agencies
- Prepare flyers and marketing materials to promote Town events.
- Purchase office and miscellaneous supplies for Town Hall
- Update information on Town Website, ensuring ADA website compliance
- Process public records request under the direction of the Town Clerk.
- Assist Town Clerk and perform additional duties as needed.

**Knowledge, Skills and Abilities:**

Thorough knowledge of office procedures. Proficiency in Microsoft Word, Excel and Power Point. Ability to establish and maintain effective working relationships with Town Officials, employees and general public. Ability to deal with the general public with diplomacy, tact and retaining confidentiality with these dealings.

**Minimum Qualifications:**

Three (3) years of progressively responsible work experience in administrative support services that provides broad knowledge of business and governmental administration practices. Preference with experience in at least one of the following capacities: Municipal Clerk, Local Government or Paralegal.

**Physical Demands:**

The work is primarily performed in an indoor office environment. Works at a desk or computer for extended periods of time, with the ability to move about at will.

The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by Town Clerk.

Date: 8/19/2020

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**Salary and Benefits:**

The Town offers a competitive benefits package and participates in the Florida Retirement System. Salary based upon experience and qualifications.

**Hours**

40-hour work week, with some overtime, evening or weekends possible depending on meetings or workload.

**Equal Employment Opportunity Statement**

The Town of Hillsboro Beach is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability, marital status, family status or sexual orientation in employment or the provision of services.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The Town of Hillsboro Beach operates as a drug-free workplace. A liberal benefits package is included. Salary is commensurate with skills, abilities and qualifications. Resumes may be submitted via email to [shenderson@townofhillsborobeach.com](mailto:shenderson@townofhillsborobeach.com) or U.S. mail to: Town of Hillsboro Beach, ATTN: Administrative Assistant Position, 1210 Hillsboro Mile, Hillsboro Beach, FL 33062.