



# Town of Medley

## Executive Assistant to the Code Compliance Chief

(\$22.00 - \$32.00)

### GENERAL SUMMARY:

The Executive Assistant to the Code Compliance Chief is a highly specialized and confidential executive position that functions as a liaison for the administrative division of the Code Compliance Department. The Executive Assistant to the Code Compliance Chief assists the Code Compliance Chief in the day-to-day operations of the Code Compliance Department and ensures directives of the Code Compliance Chief are addressed in a timely and effective manner. This position serves on the Town Emergency Management Team (EOC) and as an essential/disaster personnel may be required to be on-call 24 hours in the event of an emergency.

### SUPERVISION RECEIVED AND EXERCISED:

This position is full-time position, working 37.5 hours weekly. The Executive Assistant to the Code Compliance Chief reports directly to the Code Compliance Chief.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs a variety of advanced administrative, clerical and/or duties relative to the needs of the Code Compliance Department including but not limited to transcribing correspondence such as letters, memoranda, filing, and maintaining department records.
- Interprets departmental policies and procedures for employees and the public.
- Assists in the development of office procedures.
- Develops, organizes, and conducts specialized research and other programs as designated by the Code Compliance Chief.
- Reviews preparation of or prepares payroll data, supply requisitions, and usage reports for the Code Compliance Department.
- Assists the Code Compliance Chief with the Code Compliance Department budget.
- Manages all public records requests sent by the Town Clerk's office and provides response in a timely manner.
- Maintains confidential, personnel, and related files.
- Responds to department related inquiries from citizens, businesses, and other departments.
- Assists in the filing and processing of Code Compliance cases that have been developed by the Code Compliance Officers
- Collects all fines and payments paid to the Code Compliance Department.
- Enters complaints and inspections for Code Compliance Officers.
- Research records and updates compliance status, logs violations, inspections, case histories in computer system.
- Oversees Special Magistrate Hearing process, which includes scheduling, compiling, and preparing case files for the hearings, preparation of notices, and related documents for hearings.
- Attends Special Magistrate Hearings and is responsible for ensuring all hearing records are properly recorded and that all cases are called, and appropriate orders are issued.
- Swears in witnesses, property owners, and personnel at Special Magistrate hearings.
- Records and transcribes Special Magistrate Hearing minutes.
- Assists in lien searches for the Code Compliance Department.
- Records liens and prepares the appropriate Satisfactions or Releases of Liens.
- Prepare the appropriate Satisfactions or Releases of Lien.
- Performs other duties as directed by the Code Compliance Chief.

### MINIMUM EDUCATION AND QUALIFICATIONS

- Associate degree from an accredited graduate institution in Public Administration, or related field is required.
- Three (3) years' experience as secretary or assistant to high-level manager, executive or official, or an equivalent position in a public or private organization.
- Must possess a valid Florida driver's license with an acceptable driving record.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- Ability to establish, maintain and promote effective working relationships with subordinates, other agencies, co-workers, and the public.
- Ability to communicate effectively, both verbally and in writing.
- Must be computer literate with knowledge of Microsoft Word, Excel, Access.
- Able to read, write, and speak English and Spanish.
- Exercise a high level of confidentiality.

- Work cooperatively with other agencies, Town officials, and employees.
- Understand Town policies, rules, and procedures.
- Independently respond to letters and general correspondence.
- Compile and maintain complex and extensive records and files.
- Analyze situations carefully and adopt effective course of action.
- Understand and carry out oral and written directions.
- Organize assigned work, multi-task, and develop effective work methods.
- Plan and coordinate a variety of administrative activities in accordance with established Town policies and procedures.
- Knowledge of codes, laws, Florida Statutes, regulations, and ordinances pertaining to the Code Compliance Department.
- Ability to read and follow pertinent codes, laws, ordinances, and regulations.

**PHYSICAL DEMANDS:**

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed primarily in an office environment that requires the employee to be sensitive to change and responsive to changing goals, priorities, and needs. The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk, sit, write, hear, speak, and be required to exert 10 to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. May require picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling. Specific vision abilities required by this job include close and distance vision, peripheral, and depth perception. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.