



Administrative Specialist

Department: Administration
FLSA Status: Non-Exempt

Salary Range: \$47,935 - \$66,589

Nature of Work:

This position performs various professional and administrative activities in support of the Executive Director and assists other administrative staff as needed. Work at this level requires highly responsible administrative support.

Responsibilities:

The intent of this job description is to provide a summary of tasks performed in this classification. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Provide administrative support to the Executive Director and other administrative staff on matters related to the efficient operation of the company.
- Interacts with a variety of groups and individuals in the coordination, planning and implementation of activities, projects, and events.
- Collaborates with the Executive Director to plan, organize, and implement programs to improve operations and processes.
- Provide assistance to customers in person, and/or written communication. Follow up to ensure that concerns, needs and requests are responded to.
- Organizes and/or attend staff and other meetings, as directed to provide input, assistance and gather information.
- Coordinate Board of Director meetings and events; develop agendas and organize materials and supplies as needed.
- Create and maintain records. File and retrieve various records, forms, reports, and department documents as directed.
- Undertake special projects as assigned by the Executive Director. Work independently or within a team.
- Prepare and edit correspondence, communications, presentations and other documents.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- ✓ Proficient computer skills, including Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel)
- ✓ Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- ✓ Organization and attention to detail.
- ✓ Excellent writing skills including spelling, grammar, and punctuation.
- ✓ Solid time management skills.
- ✓ Ability to multitask and prioritize daily workload
- ✓ Create and maintain spreadsheets with formulas and graphs, presentations, etc.
- ✓ Ability to work independently.
- ✓ Be adaptable to performing under deadlines
- ✓ Self-directed and able to work without supervision

- ✓ Must be able to clearly communicate and be understood both verbally and in written Must demonstrate an ability to work in a team environment and maintain effective working relationships with all levels of staff and management.
- ✓ Ability to follow instructions.
- ✓ Exercise discretion due to the sensitive and confidential nature of information processed

Education and Experience:

- ✓ 3 + years' experience in a highly responsible position.
- ✓ High school diploma; associates or bachelor's degree in business or related field preferred.

Licenses and/or Certifications:

- ✓ Florida Driver License

The job description does not constitute an employment agreement between Bonita Springs Utilities (BSU) and the employee and is subject to change by BSU as the needs of BSU and requirements of the job change.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (Print)

Employee Signature

Date