

**COUNTY COMMISSIONERS  
LEVY COUNTY, FLORIDA**



GOVERNMENT  
SERVING  
CITIZENS

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**John Meeks**  
District 1

**Rock Meeks**  
District 2

**Mike Joyner**  
District 3

**Lilly Rooks**  
District 4

**Matt Brooks**  
District 5

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March 6, 2017

**POSITION VACANCY: ADMINISTRATIVE ASSISTANT II  
VISITORS BUREAU**

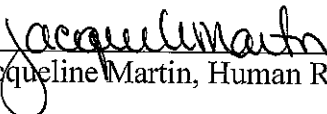
**SALARY:** 10.75 per hour  
Pay grade 17 Step 1  
Part Time Position

**JOB DESCRIPTION:** Attached

**APPLICATION CLOSING DATE:** March 21, 2017 5:00 p.m.

Any persons that feel they are qualified for this position may apply by completing a Levy County Commission job application and submitting it to Jacqueline Martin, Human Resource Manager at the County Commissioners Office.

ONLY APPLICANTS MEETING MINIMUM QUALIFICATIONS WILL BE SELECTED FOR INTERVIEWS.

By:   
Jacqueline Martin, Human Resource Manager

Dates Posted: 3/6/2017 - 3/21/2017

**AN AFFIRMATIVE ACTION – DRUG FREE – EQUAL OPPORTUNITY EMPLOYER  
WE HONOR VETERANS’ PREFERENCE**

P.O. Box 310 Bronson Florida 32621  
Telephone (352) 486-5218 Fax (352) 486-5167  
e-mail: [levybocc@levycounty.org](mailto:levybocc@levycounty.org) Website: [Levycounty.org](http://Levycounty.org)

LEVY COUNTY BOARD OF COUNTY COMMISSION



JOB DESCRIPTION

POSITION:	ADMINISTRATIVE ASSISTANT II
POSITION #:	1273
AREA(S):	VISITORS BUREAU

DISTINGUISHING CHARACTERISTICS OF WORK:

This is a position designed to provide office and technical support in the one-person Levy County Visitors Bureau's department and Executive Director.

Work involves proficiency and skill in secretarial and bookkeeping services, administrative work, meeting deadlines, public contact, and thorough knowledge of the department. Work includes independent preparation of correspondence, reports, and research. The employee must exercise considerable independent judgment and initiative in completing assignments.

EXAMPLES OF WORK PERFORMED:

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, (cross-train) to equalize peak work periods, or otherwise to balance the workload.

- Develops necessary spreadsheet and power point presentations.
- Processes purchase orders according to county finance requirements, process incoming bills and invoices received for department.
- Answers telephone in a professional and courteous manner, offers assistance to the public.
- Performs secretarial duties for department head and composes correspondence.
- Creates and maintains necessary files and schedules for superior and office.
- Collects information and research as requested by department head; assists superior in drafting and producing reports, and creating marketing advertisements.
- Processes and verifies time sheets, prepares and submits to payroll.
- Maintains photographic library and Reel Scout computer library.
- Maintains Calendar of Events on several websites.
- Maintains brochure and collateral material distribution and mail outs.
- Assist in loading and unloading tradeshow display and collateral boxes.
- Prepares minutes and agendas for meetings, set-up for meeting, when requested will attend meetings to take minutes or notes and follow through on matters requiring correspondence.
- Create and maintain filing system for department and superior.

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- Maintains list of needed office supplies and forms, keeping supply room neat and orderly.
- Performs daily Social Media reviews and posts to Facebook, Twitter and other social media programs for VisitLevy.com.
- Any and all work given my Executive Director for facilitation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of modern office practices and procedures, and of secretarial procedures including correspondence preparation, filing systems, computer and office machines operation, bookkeeping, business English and business mathematics.
- Ability to communicate clearly orally and in writing.
- Develops knowledge of rules, regulations, procedures, and functions of the office, and the organizational structure of County government.
- Ability to perform assignments on the basis of general outlines or directions without specific instructions as to details; and to perform continuing assignments independently.
- Ability to make responsible decisions in accordance with established policies, procedures and instructions.
- Ability to establish and maintain effective working relationships with the general public, elected and appointed officials, supervisor, outside agencies and members of diverse culture and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.
- Ability to understand and follow written and oral instructions.
- Ability to proficiently operate a computer at an accurate level and working knowledge of computer programs; Excel, Word and Outlook,
- Ability to maintain administrative, general records and prepare related reports.
- Ability to efficiently prioritize multiple tasks and to meet schedules and deadlines.
- Ability to use judgment and discretion in disseminating information.
- Ability to manage office in the absence of superior.

QUALIFICATIONS:

- High School Diploma or GED.
- Possess and maintain a valid Florida driver license.
- Clerical and bookkeeping experience required.
- Experience and proficiency with computer and programs, including, Word, Excel, Outlook, Facebook and Twitter.
- Must be able to type 35 accurate words per minute.

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PHYSICAL REQUIREMENTS:

- While performing the duties of this position, the employee will regularly be required to sit, stand, walk, use hands and fingers, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk or hear, and lift up to 45 lbs.
- Vision requirements are close, distance, and peripheral vision, depth perception, and ability to focus.
- Acceptable hearing (with or without correction)
- Must be able and willing to work under stress with time constraints.
- Work is mostly performed in a normal office atmosphere, with outside exposure for trips to post office, other administrative offices, festivals and events, travel shows or as directed by supervisor.

EVALUATION

Performance of this job will be evaluated in accordance with provision of the Board's policy on evaluation of personnel.

*Reasonable accommodation will be made for otherwise qualified individuals with a disability.*

GENERAL INFORMATION:

Bargaining Unit:	LIUNA
FLSA Status:	NON-EXEMPT
Safety Sensitive	NO
Safety Category	
Paygrade:	17