

RESOLUTION NO. 24-135

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AUTHORIZING A BUDGET AMENDMENT TO APPROPRIATE ADDITIONAL FUNDS FOR A PART-TIME ADMINISTRATIVE SUPPORT SPECIALIST FOR THE CITY COUNCIL AND CITY CLERK.

BE IT RESOLVED that the following budget amendment #25 is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2023, and ending September 30, 2024, to appropriate funding for the addition of a part-time administrative support specialist for the City Council and City Clerk, as shown in and accordance with the **attached** and incorporated Exhibit A.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this 23rd day of May, 2024.

CITY OF PANAMA CITY BEACH

By: 
Stuart Tetterer, Mayor

ATTEST:


Lynne Fasone, City Clerk



Administrative Support Specialist – Part Time

City Council/City Clerk

JOB SUMMARY

This position is responsible for providing administrative and clerical support to members of the City Council and the City Clerk.

MAJOR DUTIES

- Provides administrative and clerical support to members of the City Council and the City Clerk.
- Performs support functions such as data entry, typing, filing, reviewing, and processing paperwork. Assumes the responsibility for correct spelling, punctuation, grammar, and format. May translate communications or documents.
- Schedules meetings, appointments, and activities. Arranges travel and maintains records of travel expenses.
- Assists with the coordination of meetings, workshops, and other events, which may include managing catering orders, set-up, and clean-up. Some evenings/weekends may be required.
- Assists with reviewing incoming mail (paper and electronic), drafts routine responses and directs inquiries made in person, email, or telephone to appropriate individuals for response.
- Files and retrieves information as needed; scans and prepares photocopies of various documents as required.
- Receives payments, receipts, and records payments.
- Establishes and maintains a variety of tangible files, including but not limited to, correspondence, contact lists, forms, cards, receipts, reports, and records; maintains logs and spreadsheets.
- Operates various standard office equipment, such as, multi-line phones, photocopier, calculator, facsimile, transcriber, computer, printer, and various software programs such as Microsoft Outlook, Word, Excel, and Adobe Acrobat.
- Develops and maintains reference manuals, including program processes and procedures of office operations.
- Adheres to all applicable Federal and State safety laws, rules and regulations and City policies and

procedures.

- Assists in providing responses to public records requests by copying, scanning, filing, and disposition. Assists with the handling and retention of City records.
- Provides administrative back-up functions for the City Clerk in her absence.
- May prepare and/or assist in the preparation of City Council minutes and agendas.
- May assist in maintaining the agenda software system, including production and distribution of City Council agenda packet.
- May be required to manage confidential matters and materials.
- Performs other related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of City and department policies and procedures.
- Knowledge of basic mathematics, grammar, punctuation, spelling, vocabulary, and formatting.
- Skill in the use of standard office equipment, computer equipment and software, including Microsoft Outlook, Word, Excel, and Adobe Acrobat.
- Skill in accurately maintaining files and records.
- Skill in customer service.
- Ability to listen well and effectively communicate orally and in writing with various audiences.
- Ability to maintain appropriate keyboard skills necessary for successful performance.
- Ability to understand and apply City policies and procedures.
- Ability to prioritize work and meet deadlines.
- Ability to compile information and prepare detailed reports.
- Ability to solve non-routine problems that may arise.
- Ability to establish and maintain effective working relationships.

SUPERVISORY CONTROLS

The City Clerk, in consultation with the City Council, assigns work in terms of department goals and objectives. The City Clerk reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the City Charter, City ordinances and resolutions, open meetings and open records laws, election law, ethics guidelines, and City and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied clerical and administrative duties. The variety of tasks to be performed and the need to balance the needs of a variety of constituents contribute to the complexity of the work.
- The purpose of this position is to provide administrative support to members of the City Council and the City Clerk. Successful performance contributes to the efficiency and effectiveness of a variety of City functions and operations.

CONTACTS

- Contacts are typically with coworkers, other City employees, elected and appointed officials, representatives of other municipal governments, attorneys, vendors, representatives of community organizations, business leaders, candidates for election, and the public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- While performing the essential duties of this job, the employee is required to talk, hear, stand, reach, finger, perform repetitive motions, and perform light lifting. The employee is required to have close visual acuity. The work is typically performed while sitting at a desk or table. The employee occasionally lifts and carries moderately heavy objects, up to 40 pounds.
- The work is typically performed in an office setting, mostly sedentary, while sitting at a desk or table.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Two years of experience in providing administrative support, including sufficient experience to understand the basic principles of organization, time management, and communication.
- Notary Public for the State of Florida.
- Experience in a municipal government preferred.

- Equivalent combinations of education and experience may be considered.

EMPLOYEE ACKNOWLEDGMENT

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I can perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

Signature

Date

*** These are intended only as illustrations of various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**CITY OF PANAMA CITY BEACH
BUDGET TRANSFER FORM BF-10**

BA# 25

	LEDGER ACCOUNT	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	AMENDED BUDGET
TO	001-1100-511.13-10	Salaries Other	-	8,250	8,250
TO	001-1100-511.21-10	Matching FICA	11,800	630	12,430
TO	001-1100-511.52-10	Operating Supplies	20,000	2,000	22,000
FROM	001-8100-999.96-00	Reserves Available for Expenditures	20,678,806	(10,880)	20,667,926
Check Adjustment Totals:			20,710,606	-	20,710,606

BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT:
 To appropriate funding from available reserves for a part-time city council assistant

FINANCE REVIEW: _____
RESOLUTION #: _____
DATE: _____