



<b>Position</b>	Administrative Assistant I		
<b>Salary</b>	\$45,000 - \$55,000		
<b>Job Type</b>	Full-time		
<b>Opening Date</b>	March 6, 2024	<b>Closing Date</b>	March 30, 2024

**Nature of work**

The Administrative Assistant’s role is focused on providing comprehensive administrative support, including managing correspondence, coordinating events, and operating telephone systems. It also involves conducting specialized research, compiling data, and assisting with various projects as required. Strong problem-solving skills, the ability to work independently, and collaboration with the Executive Director and other staff members are key aspects of this position.

**Working Conditions**

The position requires work in both office and field environments. Occasional business travel to District sites, governmental agencies, consultant's facilities, and other locations may be necessary. The role also involves the flexibility to work additional hours as needed to meet job requirements.

**Duties & Responsibilities:**

Duties may include, but are not limited to, the following:

- Greeting all CRA visitors in a friendly and professional manner.
- Operating the telephone system and transferring incoming calls to the applicable offices or departments.
- Receiving and delivering messages, as well as answering routine questions from the public regarding the CRA and City of Miami offices or departments.
- Retrieving, logging, and sorting all incoming and outgoing correspondence.
- Providing administrative assistance and project support to the Executive Director and other staff.
- Assisting in coordinating special events for the agency.
- Engaging in problem-solving and decision-making, both independently and in cooperation with CRA staff and the Executive Director.
- Potentially being responsible for a specialized function or performing one or more such functions.
- Receiving supervision through general assignment and review of completed work and reports.
- Organizing, designing, and performing specialized research and other programs as designated by the Executive Director or designee.
- Assisting in researching and compiling specialized data, as well as assisting staff engaged in various specialized functions such as keeping complex records.

**Education, Experience and Other Requirements**

- Bachelor’s degree in public or business administration from an accredited college or university, or in an area of desired specialization, and some (6 months – 2 years) responsible experience in an appropriate area of work specialization.
- Proficiency in computer software programs, especially the Microsoft Office Suite, at an intermediate to advanced level is required. Experience with Document Management Systems is also preferred.
- Bilingual in English/Spanish a plus.

Candidates with a combination of experience, skills, and education that meet the required knowledge, skills, and abilities for this position may be considered.

**Certificates/Licenses**

The candidate is required to have a valid Florida Class E driver's license.

**Application Information:** All applicants must submit a cover letter, resume and supporting minimum requirement documents to [omnicra@miamigov.com](mailto:omnicra@miamigov.com).