

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 129**

**ADVISORY BOARD SECRETARY**

**GENERAL**

Highly responsible work involving advanced clerical and secretarial duties for a number of various groups which act in an advisory capacity to the City Commission. Under the direction and general supervision of the Budget Officer, an employee in this position serves as secretary and research assistant to a number of City advisory boards. The employee must possess a great deal of initiative and secretarial ability and must be able to work with a minimum of direct supervision.

**EXAMPLES OF ESSENTIAL DUTIES**

(These are intended only as illustrations of the 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.)

Provides clerical support for the following advisory boards and committees: Air Park Advisory Board, Planning and Zoning Board, Zoning Board of Appeals, Unsafe Structures and Housing Appeals, Annexation Advisory Board, Cemetery Advisory Board, Golf Advisory Board, Industrial Development Board, Parks and Recreation Advisory Board.

Prepares all agendas, back-up materials, minutes, orders and/or recommendations for each of the above referenced boards and committees.

Processes all requests for variance, rezoning, abandonment, special exception, temporary permit and special outdoor use permit; including preparation and mailing of the public hearing notice to all owners within a 500 foot radius.

Prepares legal decisions for all cases before the Zoning Board of Appeals and Unsafe Structures. Board and also prepares all affidavits of expense for cases before unsafe structures board for reimbursement of costs to the City.

Maintains an up-to-date list of all board and committee members and schedules use of the Commission Chambers and Conference Room by all boards, committees, departments and individuals.

Prepares a weekly listing of all meetings to be posted and advertised by the local cable network.

Attends all meetings, both regular and special, for each of the eleven bodies listed above.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of standard office and secretarial practices and procedures. Extreme competence in the use, spelling and punctuation of the English language as well as in letter and report composition.

Proven ability to record and transcribe dictation and meeting minutes in a neat, organized and efficient manner. Highly skilled in setting up and maintaining orderly files.

Ability to perform research and to prepare item documentation. Considerable ability in dealing with the public in a pleasant and diplomatic manner and in creating and maintaining harmonious working relationships with other City employees.

### **MINIMUM QUALIFICATIONS**

Graduation from high school or possession of an acceptable equivalency diploma, including or supplemented by advanced secretarial courses which cover all facets of office and business practices and procedures. Extensive experience in secretarial work which involved public contact.

A comparable amount of training and experience may be substituted for the minimum qualifications.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

### **SPECIAL REQUIREMENTS**

None.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.