

Duties:

- Answers Phones and assists the public as necessary
- Reconciles deposit and petty cash log
- Facilitate and assist the Building Department/ Official for scheduling of meetings, permit approvals, permit inspections, and certificates of occupancy/ notifications as well as lien searches, etc.
- Prepare and facilitate City Commission and City related meeting to include but not limited to: Agendas, Packet Creation, Power Point Presentations, Board Notifications, Meeting Notifications, and Minute Preparation.
- Filing and provide clerical assistance to City Commissioners and Departments as needed.
- Assists with documentation and financial accountability to include but not limited to: Solid waste customer accounts in conjunction with the CKWSD, Marina collection fees, Marina Annual Passes, Marina Dock and Slip leases, coordinates rental for the Community Center/ Library/ Park Events, and Business Tax Receipts.

Skills:

- Accounting skills preferred along with excellent communication skills
- Ability to operate office equipment including but not limited to: Computers, copiers, scanners, cameras, and fax machines
- Working knowledge of Microsoft Suite (Excel, Office, PowerPoint, and Office 365)
- Ability to follow oral and written instructions accurately and efficiently
- Ability to work with and assist the public in a pleasant, efficient, positive, and courteous manner in person, via email, and on the phone

Qualifications:

- High School Diploma or acceptable equivalency diploma
- One-year office experience preferred
- Class E Driver's license. Must have a clean driving record. A current driving record will be kept on file for review
- Drug testing prior to employment and random drug testing thereafter
- Requires attendance at meetings and events outside of normal business hours
- Applicant must be highly adaptable and have a strong ability to multi-task

Salary: \$11.50 per hour

Application Deadline: Open until filled.

Interested Candidates: Must submit a completed employment application and resume for employment consideration to the City of Cedar Key PO Box 339, Cedar Key, FL 32625 or email to [ngill@cedarkeyfl.us](mailto:ngill@cedarkeyfl.us).

The City of Cedar Key is an equal opportunity employer and a drug free workplace.