



COMMISSIONERS
Jon Turla, Chair
Brian Nemeroff, Vice Chair
Martin Hindsley
Phyllis M. Principe
CHIEF EXECUTIVE OFFICER
Michael L. Bean

POSITION TITLE: ADMINISTRATIVE SUPPORT – PART-TIME

Schedule: Up to 20 hours per week (9:00 AM – 2:00 PM)

Supervisor: Executive Assistant

Compensation: \$19.00 per hour

NATURE OF WORK:

This is a responsible part-time administrative and clerical position requiring strong organizational skills, diligence, and the ability to manage multiple priorities while meeting strict deadlines. The role provides support to property management operations, including preparing bank deposits, posting rent payments, and maintaining tenant sub-ledgers.

The position works under the direction of the Executive Assistant. The employee must perform effectively in a challenging environment with strict deadlines. Work is reviewed for accuracy, completeness, and compliance with established procedures.

ESSENTIAL DUTIES:

Duties include, but are not limited to:

- Prepare correspondence, reports, agendas, training materials, and other documents, including confidential materials, from oral instructions, drafts, or dictation.
- Maintain departmental records and filing systems, including preparation for digital storage and retrieval of records.
- Enter and maintain data in property management systems, including Yardi, and provide administrative support to the Executive Assistant.
- Prepare bank deposits, post rent payments, and maintain tenant sub-ledgers.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of general administrative and office procedures.
- Strong knowledge of English grammar, spelling, and punctuation.
- Proficiency in Microsoft Office (Word, Excel) and ability to learn systems such as Yardi.
- Knowledge of standard office equipment (copiers, scanners, fax, postage machines).
- Ability to maintain strict confidentiality.
- Strong organizational and time-management skills with ability to meet deadlines.
- Strong written and verbal communication skills.
- Ability to work independently with accuracy and attention to detail.

MINIMUM QUALIFICATIONS:

Graduation with associate or bachelor's degree preferred. High school diploma or GED required, supplemented by secretarial or office administration coursework, and three (5) years of progressively responsible administrative or secretarial experience, or an equivalent combination of education, training, and experience.

SPECIAL REQUIREMENTS:

Employment is contingent upon successful completion of a background investigation. Must possess and maintain a valid Florida driver's license.