

**Office Manager  
Virginia Key Beach Park Trust**

This is highly responsible administrative work coordinating varied functions in the administrative office of the Virginia Key Beach Park Trust under the supervision of the Director of Operations. The work involves office receptionist duties including but not limited to answering and routing telephone calls to administrative staff, managing incoming and outgoing mail correspondence, scheduling meetings, managing Board of Trustees meetings, taking and maintaining Board meeting minutes, filing, filing storage and management.

The work involves directly assisting the Executive Director, Director of Operations in the capacity of a personal assistant or assisting other administrative staff in the performance of various administrative duties including but not limited to purchasing and inventory control for all office supplies, developing, formulating and implementing limited office procedures and methods for the coordination of administrative day-to-day functions, conducting research, and preparing reports as required. Manages some independent special projects, performs routine errands and administrative tasks.

May supervise some volunteer and lower level support staff.

Performs other related work as required.

**Requirements:**

Associates degree in Public Administration, Public Relations, Business Administration, Human Resources, Education or related field; and considerable (1-3 years) experience in administrative support capacity and/or (6 months – 2 years) supervisory experience.

**OR**

Equivalent combination of training (1-2 years) and experience (2-4 years) beyond High School Diploma

**AND**

Possession of a valid Florida Driver's License is required; proof of citizenship or legal residency.

**Send resume to:** Virginia Key Beach Park Trust, 4020 Virginia Beach Drive, Miami, FL 33149, **fax resume to:** 305-960-4620 or **e-mail resume to:** gforchion@miamigov.com