

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Administrative Assistant		
<b>Job Code:</b>	TC5010	<b>Job Family:</b>	Technical/Para-Professional
<b>Pay Grade</b>	508	<b>Date Reviewed:</b>	06/18/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Provides administrative support to the daily operations of assigned section/division. Performs a wide variety of clerical duties. Interacts with employees and vendors when answering questions, obtaining/distributing information or coordinating department programs/projects. Assists management with human resources and budgetary responsibilities.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Provides administrative support to the daily operations of assigned department. Performs a wide variety of clerical and word processing duties such as heavy telephone and over the counter interaction with external and internal parties, processing paperwork and entering data into various City databases.
2. Responds to requests for information from supervisory staff, employees, or general public. Answers questions related to the department's activities, programs, policies, and procedures. Conducts follow-up research to retrieve answers and supporting information.
3. Performs various fiscal activities including, monitoring and submitting requisitions for supplies and materials, initiating purchase orders. Makes travel and training arrangements.
4. Serves as liaison between division/department and external suppliers and vendors. Coordinates department activities with suppliers/vendors. Monitors contracts to ensure timely completion and accurate payment schedules.
5. Provides payroll and staffing support to assigned division. Compiles, calculates, maintains and reviews division payroll. Verifies time sheets, investigates questionable data and processes payroll. Initiates and tracks new hire process.
6. Participates in the annual budget development process by gathering data, compiling information, monitoring expenditures according to budget guidelines and ensuring adherence to department budget.
7. Participates in special projects as assigned.

8. Serves as backup for various staff positions in their absence. May assist in employee supervision, training and performance evaluation.
9. Performs other duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Principles and procedures of record management.
  - Capital purchasing policies and procedures.
  - Contract management and compliance.
  - Principles and practices of business administration and human resources.
  - Operational characteristics, services, and activities of assigned program area, including administrative, financial or HR functions.
  - Principles and practices of budget preparation.
  - Municipal budgetary policies, requirements and procedures.
  - Personnel rules and regulations.
  - Pertinent Federal, State and local laws, codes and regulations.
  - Various online City database software and Microsoft Office computer programs.
- **Skill in:**
  - Data entry and filing.
  - Modern office systems and procedures.
  - Analytical thinking.
  - Problem solving.
  - Planning and organization.
  - Time management.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Maintain confidentiality.
  - Pay attention to detail.
  - Read, interpret and analyze complex reports.
  - Research and gather data on complex issues.
  - Provide quality customer service.

## **MINIMUM JOB REQUIREMENTS**

Associate's degree from an accredited college with major course work in Business Management, Public Administration, Business Administration or related field and four years of clerical and administrative experience.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.