

City of Fort Worth, Texas Job Description

Classification Title	Senior Administrative Assistant		
Job Code:	PR2270	Job Family:	Professional
Pay Grade	608	Date Reviewed:	06/19/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Supervises and performs administrative, budgetary, human resources and special project activities for the division/department. Acts as liaison between assigned division/department, customers, and outside agencies; and provides specialized and complex administrative support and assistance to senior management.

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. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Serves as project leader of assigned major programs and projects; tracks and monitors projects; provides a summary of project completion and accurate payment schedules; and negotiates contracts concerning programs and projects, as needed.
3. Evaluates and analyzes information from various sources on a variety of specialized topics related to assigned programs; prepares reports and makes presentations, as required; prepares various complex administrative, financial, and statistical reports; and distributes to appropriate managers and officials.
4. Oversees division/department wide purchasing procedures; coordinates various financial and budget activities, including monitoring and requesting requisitions, establishing purchase orders and monitoring travel and training requests; processes travel advances and reimbursements; and monitors expense reports.
5. Responds to and resolves citizen inquiries, complaints and service requests; interprets policies and procedures; and monitors status of requests.
6. Serves as an assigned department liaison with other city departments, divisions and outside agencies; chairs or facilitates citywide Boards or committees; and negotiates and resolves sensitive issues.
7. Assists in the preparation, development, interpretation, and implementation of City and departmental program standards, policies, and procedures.

8. Participates in the preparation and development of the department's annual budget process; monitors and approves expenditures, as needed; ensures adherence to department/division budgets; and recommends budget adjustments and modifications as appropriate and necessary.
9. Prepares and finalizes written communications, administrative regulations and orders, unit publications, brochures, pamphlets, training material, media releases, and standard operating procedures.
10. Performs other related duties as required.
11. 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 practices of business administration and human resources management.
 - Principles and practices of budget preparation.
 - Principles and procedures of record management.
 - Principles and practices of supervision, training and evaluation.
 - Principles and practices of program development and administration.
 - City Personnel Rules and Regulations.
 - Departmental procedures, policies, and rules.
 - Principles and practices of mathematics.
 - Modern office procedures, methods, and computer equipment.
 - Principles of business letter writing and report preparation.
 - City policies and procedures.
 - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
 - Computers and applicable software.
 - Interpersonal relations.
 - Time management, organization and prioritization.
 - Customer service.
 - Researching.
 - Delivering presentations.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Interpret and apply departmental policies and procedures.
 - Supervise, delegate and monitor the work of subordinates.
 - Analyze financial data.
 - Coordinate special events and activities.
 - Prepare clear and concise reports.
 - Identify and respond to issues, concerns, and needs.
 - Implement new policy and programs effectively.
 - Maintain confidentiality.
 - Establish and maintain effective working relationships .

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, human resources or related field and three years of increasingly responsible administrative and fiscal management experience in support of a department, division or major service area, including one year in a supervisory or lead capacity.

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.