

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Administrative Assistant</b>	Department:	Controller's Office
Requisition Number:	2025220		
Hours:	8:00 a.m. – 5:00 p.m.	Rate of Pay:	\$55,350.00 - \$60,000.00 Annually
Date Posted Up:	5/6/2025	Date Posted Down:	Until Filled
Time Up:	9:00 a.m.	Time Down:	

**SUMMARY**

Working under the direction of the City Controller, the Administrative Assistant IV provides primary administrative support for the City Controller, Chief Information Officer, and secondary support for all staff working in the Finance and Administration Division. The incumbent must be able to safeguard confidential information. Incumbent will demonstrate a proven ability to work independently as well as in collaboration with others. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

These include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following:

**Department Support**

- Manages administrative support activities for the Finance and Administration Division; specifically, the Controller's Office and Chief Information Officer;
- Maintains various reports utilizing common business office software;
- Manages production of annual budget book;
- Reviews and processes travel, cell phone and employee reimbursements;
- Oversees supply inventory;
- Coordinates the assignment of all employee parking at various different locations, keeps records of assignments and unassigned spaces and resolves parking issues;
- Contacts the Payroll Department to begin payroll deductions for parking fees for new employees;
- Prepares weekly accounts payable checks for mailing;
- Reconciles payroll parking deductions to signed employee parking agreements quarterly;
- Uploads documents to Board of Works software;
- Prepares requisitions, modifies purchase orders and processes invoices for payment, including scanning of support into financial system;
- Prepares, enters and balances the Controller's Office daily cash receipt batch;
- Scans and maintains IT and Controller Office contracts;
- Prepares quarterly auto usage reports;
- Maintains database for operational vehicle drivers;
- Types, edits, copies, files, and mails documents;
- Provides support assistance to Controller, Deputy Controller, consultants and divisional department personnel;
- Ensures compliance with the City Policy and Procedure Manual;
- Ensures compliance with Department policies and procedures;

**Communication & Information**

- Receives, channels and follows through on phone calls and correspondence;
- Acts as confidential aide to the Controller, Deputy Controller and Chief Information Officer;
- Schedules activities and meetings for the Controller, Deputy Controller, Chief Information Officer and consultants;
- Prepares handouts as requested for various meetings;

**MARGINAL DUTIES**

Performs other duties as required.

**PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

**SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE**

- Any combination of education/experience equivalent to an Associate's Degree in business or related field;
- Five (5) years of accounting, secretarial, or bookkeeping experience.

**OTHER KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of standard secretarial and receptionist procedures and practices;
- Organizational skills conducive to data tracking and accounts management;
- Ability to accomplish position objectives with minimal supervision;
- Experience with Microsoft Office;
- Careful attention to detail and accuracy.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations, financial reports, and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers and coworkers.

**MATHEMATICAL SKILLS**

Ability to choose the correct mathematical method or formula to solve a problem. Ability to add, subtract, multiply or divide quickly and correctly. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. The incumbent works with considerable independence and strict confidential matters.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Indiana Driver's License if City vehicle is used.

### **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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. No special vision requirements.

### **WORK ENVIRONMENT**

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. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

### **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.