

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Administrative Assistant IV	Department:	Property Management
Requisition Number:	2023106		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$44,857.08 - \$54,825.33 Annually
Date Posted Up:	1/24/2023	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the Property Manager – Director of Buildings and Grounds, incumbent performs a variety of functions relating to office operations as required. This position is excluded from paragraphs 3 and 4 of City Attendance Policy 305; all other paragraphs of this policy apply. 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 include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Types a variety of confidential material such as letters, reports and memoranda, etc.;
- Handles and directs telephone calls and mail for Property Management department;
- Proficient with Personal Computer using Word Processing, spreadsheet, and database software;
- Sends facsimiles, correspondence to vendors and city departments;
- Assists department with the preparation of Council Paperwork and acquisition/disposition of real estate;
- Prepares payment vouchers and requisitions, as needed;
- Schedules, attends and prepares minutes for various meetings;
- Mails, receives, and processes miscellaneous correspondence;
- Possesses the skills and abilities to organize and work independently;
- Communicates effectively both orally and in writing;
- Assists department on construction projects;
- Organizes and tracks data on spreadsheets;
- Maintains and monitors all departmental budget reports;
- Coordinates special projects with other City Departments, County Departments, and outside Vendors;
- Compiles and maintains an inventory database of all City-owned real estate working with other City Departments and County Offices;
- Maintains and monitors all Boiler/HVAC preventative maintenance and repair contracts for various City Departments;
- Compiles, maintains, and monitors mowing, trimming, and weed control contracts of City-owned properties including coordinating several department’s lists and specifications for bid/quote processes;
- Investigates and follows-up on acquisition/disposition and tree issues of City real estate inquiries;
- Process work orders on a daily basis.

MARGINAL FUNCTIONS

- Performs other duties as requested;
- Involved in six sigma/lean projects pertaining to departmental functions;
- Oversees storage area in basement.

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

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

- Associate's degree (A. A.) or equivalent from two-year college or technical school or equivalent combination of education and experience;
- Three years increasingly responsible experience in clerical work, common knowledge of routine office procedures requiring accuracy and speed, general accounting knowledge;
- Proficient in Microsoft Word, Excel and Access software;
- Ability to communicate effectively in order to relate well to the private sector, government officials and the general public;
- Ability to perform routine procedures necessary to keep the department running smoothly on a day to day basis, strong follow-up skills;
- Strong organizational skills and the ability to prioritize and work independently.

LANGUAGE SKILLS

Incumbent has frequent daily contact with departmental staff, vendors, City/County personnel and the general public for the purpose of giving and receiving factual information and handling questions/complaints. Timeliness, accuracy and interpersonal skills must be employed in all phases of the work in order to produce quality outcome.

MATHEMATICAL SKILLS

The incumbent must possess a mathematical aptitude associated with accounting practices and procedures in order to provide the general accounting necessary for departmental accounting purposes.

REASONING ABILITY

Incumbent's work consists of moderately complex, relatively standardized tasks with a moderate amount of experience and the understanding and ability to make practical application of customary procedures such as computer software maintenance along with standard office duties. As a central support figure to departmental activities, the incumbent plays an important role in project cohesiveness and is responsible for applying standard administrative assistant practices and protocol to all duties.

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 sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

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. Incumbent works in an office environment and is normally seated, standing or walking at will.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st 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.