

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	Administrative Assistant – Fort Wayne United	Department:	Community Development
Requisition Number:	2018127		
Hours:	8:00 am to 5:00 pm, may vary	Rate of Pay:	\$37,960.67 to \$46,396.37 Annually
Date Posted Up:	4/25/18	Date Posted Down:	4/27/18
Time Up:	8:00 am	Time Down:	5:00 pm

SUMMARY

Working under the direction of the Executive Director of Fort Wayne United, the incumbent performs administrative duties to assist internal and external customers in a courteous, accurate, and responsive manner. This position calls for flexibility, excellent interpersonal skills, and the ability to work effectively with stakeholders, all levels of internal management and staff, outside agencies, and vendors. 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. This position is excluded from paragraphs 3 and 4 of City Attendance Policy 305; all other paragraphs of this policy apply.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism. Duties include:

- Interacts with the public, FWU Steering Committee, FWU Subcommittees, City management and employees, the Mayor’s Office, and outside agencies with patience, tact, respect, and professionalism;
- Establishes effective working relationships with individuals, community and neighborhood groups, educational institutions, outside agencies, and others to insure a clear understanding of FWU mission, purpose, programs, policies and procedures, and available volunteer opportunities;
- Provides meeting support, such as: the creation of agendas, daily logs, meeting materials, sign in sheets, minutes, and related information;
- Assists with/attends meetings and events, as needed, and will include evenings and weekends (flex time will be utilized);
- May attend designated or special events as a representative of Fort Wayne United;
- Researches, locates, and compiles information and formats reports, graphs, tables, records, and other sources of information for presentations and reporting;
- Prepares operational/project update reports;
- Operates web-based software to manage Fort Wayne United database of members, events, meetings, and newsletters;
- Prepares/prints presentation materials, surveys, data reports, or other materials;
- Operates standard Microsoft Office equipment, including Excel and Word, to assemble, manipulate and/or format data and/or reports;
- Maintains and updates various files, such as, mailing lists and electronic distribution lists.

MARGINAL FUNCTIONS

Performs other duties as assigned.

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 job 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

- Associates Degree (AA) or equivalent from a college, technical/trade school, or equivalent combination of education and/or experience in a business setting;
- Previous executive support and/or non-profit experience preferred;
- Two years of experience working with the public.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Ability to comprehend and effectively communicate the Fort Wayne United mission and its programs, practices, and procedures;
- Ability to establish and maintain cooperative working relationships with incumbents, officials, other agencies, and the general public;
- Demonstrated ability to maintain a high degree of organization, coordination, and communication with attention to detail and accuracy;
- Ability to research, collect, desegregate, organize, and communicate data;
- Ability to excel in a fast paced environment with multiple priorities and deadlines;
- Experience using social media preferred;
- Experience in project management and/or event planning preferred.

LANGUAGE SKILLS

The incumbent exchanges non-routine information using tact and persuasion as appropriate requiring good oral and written communication skills.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

On a regular and continuous basis, exercises administrative judgment and assumes responsibility for decisions, consequences, and results having an impact on people, costs, and/or quality of service within the functional area. Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Driver's License if a 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. The incumbent sits in a normal seated position for extended periods of time; reaches by extending hand(s) or arm(s) in any direction; Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example using a keyboard. The incumbent must have the ability to see within normal parameters, hear within normal range and the ability to move about as necessary.

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. Works in an office environment, sitting or standing at will. The noise level in the work environment is usually moderate.

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. 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.