

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Administrative Assistant	Department:	Fleet Management
Requisition Number:	2023204		
Hours:	6:30 am to 3:00 pm, may vary	Rate of Pay:	\$21.5659 to \$26.3583 per hour
Date Posted Up:	5/31/23	Date Posted Down:	Until Filled
Time Up:	8:30 am	Time Down:	

SUMMARY

Working under the direction of the Office Manager incumbent performs a variety of clerical and administrative support functions assisting with financial operations and operations for the Fleet Operations as assigned. 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 City and department 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.

Document Processing, Entry & Analysis

- Prepares various documentation and paperwork such as reports, requisitions, vendor purchase orders;
- Prepares and requests bids and quotes as required;
- Processes invoices in the Munis system following city and state purchasing guidelines. Follows procedure for archival and retrieval of all invoices and back up documents;
- Reviews each part purchase to verify ordered from the correct vendor at the correct price;
- Monitors and reports spending of PO encumbrances;
- Enters data for monthly billings and posts receipts to relevant accounts;
- Reviews all vendor statements and maintains communication regarding account information with them. Researches and resolves discrepancies with payments received or unreceived;
- Creates new vendors and PO numbers in the Faster program annually and updates as necessary;
- Creates and maintains a reference manual yearly for purchasing guidelines to be used by Parts Specialists;
- Reviews and closes work orders, archives all work orders generated as per city guidelines;
- Assists with fuel reports and fuel card making as needed;
- Inputs all outside vendor repairs into the Faster program, including labor and repair lines, costs, invoice graphics, notes;
- Processes and reports accident estimates and supplements from body shop vendors to the Director of Fleet Operations and Risk Management, inputs all accident information into the Faster program including labor and repair lines, costs, invoice graphics, etc.;

Information & Communication

- Acts in confidential capacity in performing duties related to “sensitive” subjects and fleet related information;
- Works with Parts Specialists daily to reconcile invoices with parts put into inventory, resolves any discrepancies;

- Updates and creates new forms as needed for the office, parts department and shop floor. Keeps an updated source of all forms used in the garage available to service writers;

Department Support

- Serves as administrative and financial support for Fleet Garage and Operations;
- Assists Shop Supervisor with OSHA reporting responsibilities;
- Operates standard office equipment and maintains equipment in a clean and orderly condition;
- Assists Fleet Systems Analyst in monitoring fleet software system in his/her absence;
- Book travel for the department as needed;
- This is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the fleet.

PERFORMANCE EXPECTATIONS

The incumbent is responsible for managing 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, but incumbent may act on behalf of Office Manager in his/her absence.

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 degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Communicates effectively both orally and in writing.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds.

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.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and risk of electrical shock. 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. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodation for a 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 accommodation for persons with a known disabling condition will be considered in accordance with State and Federal Law.