

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Administrative Assistant</b>	Department:	Transportation Administration
Requisition Number:	2018160		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$37,960.67 - \$46,396.37 Annually
Date Posted Up:	6-13-18	Date Posted Down:	6-15-18
Time Up:	9:00 a.m.	Time Down:	5:00 p.m.

**SUMMARY**

Working under the direction of the Director of Transportation Administration & Support, incumbent acts as direct aide to the Director of Public Works and provides various administrative support activities for Public Works Departments assisting with managerial assignments and clerical duties including but not limited to scheduling, typing, payroll, purchasing, copies, edits, files, correspondence, memos, inquiries and other documents as assigned. Prepares and maintains confidential information and files. Has knowledge in computer software including MS Office. 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 & 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.

**GREETING & SCHEDULING**

- Performs necessary front desk duties as needed on a daily basis;
- Manages schedules for all conference rooms in the Public Works division;

**DEPARTMENT SUPPORT**

- Performs various administrative and clerical duties to support the Director of Public Works and the Public Works Division;
- Assists Traffic Engineering with researching information and fulfilling requests for public information, and petitions as directed to ensure delivery of accurate information;
- Assists Transportation Engineering with acquiring all information need to prepare project bid documentation in a timely manner;
- Assists Right of Way department with record keeping and permit functions;
- Maintains an ongoing record of attendance for approximately 30 employees, and prepares a report for each manager within the division;
- Ensures adequate inventory of office supplies;

**DOCUMENT PROCESSING & ANALYSIS**

- Administrates, reviews, and maintains the Public Works Division records retention schedule, per procedures outlined by the City Compliance Officer;
- Scans and indexes all documents into the City’s Document Management System per the department records retention schedule;
- Responsible for all project filing, and record keeping;
- Maintains documents and other materials in accordance with records retention and destruction schedule and applicable local, state and/or federal regulations; Assists Solid Waste Department with

various computer tasks, and mailings;

- Receives payments and makes deposits in accordance with the City's cash handling procedures for the Right of Way department;;
- Prepares reports and computerized spreadsheets including bid documents, bid tabulations, agreements, and contracts for submittal to the weekly Board of Public Works meetings;
- Prepares travel authorizations & expense reports to be submitted to the Controller's Office;

### **INFORMATION & COMMUNICATION**

- Maintains and updates the Traffic Road Closure website;
- Assists with assessing, developing, maintaining, and updating other Public Works department webpages as needed;
- Trains division personnel on the use of the City's Document Management System, and communicates all file coordination matters;
- Work with Solid Waste in the preparation of special events including "Great American Cleanup", and other duties as needed;
- Sorts in-coming department mail and delivers out-going mail to the mail room on a daily basis;
- Communicates effectively both orally and in writing with staff, administrators, consultants, contractors and general public;

### **MARGINAL FUNCTIONS**

- Handles or directs citizen complaints/issues for the PW division;
- 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 the job successfully, an individual must be able to perform essential duties 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 degree in Business Administration or related field and four (4) years experience in an administrative support role;
- Ability to use and learn software packages particularly Microsoft Office products.
- Knowledge of standard secretarial and receptionist procedures and practices;
- Strong detail orientation contributive to support activities;
- Liaison skills contributing to maintaining good relations between all parties;
- Ability to type 45-50 words per minute;

### **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. Communication skills conducive to maintaining optimum working relationships with governmental staff, department heads and officials, business and the general public. The incumbent is also expected to promote good public relations and act as liaison between parties often representing different or competing interests.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **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 writing, oral, diagram, or schedule form. The incumbent handles confidential information and is expected to aide the Director in all phases of activities, scheduling, and oral/written communication transactions.

### **CERTIFICATIES, LICENSES, REGISTRATIONS**

- Valid Indiana Driver's License if City vehicle is used.
- Notary or the ability to obtain within six months of start date.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger to handle, or feel; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

### **WORK ENVIRONMENT**

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. 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.