

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Administrative Assistant V</b>	Department:	Redevelopment
Requisition Number:	2017128		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$39,175.10 - \$47,880.68 Annually
Date Posted Up:	5/31/17	Date Posted Down:	6/6/17
Time Up:	11:00 a.m.	Time Down:	5:00 p.m.

**SUMMARY**

Working under the direction of the Director of Redevelopment, incumbent assists with preparation, implementation and reporting associated with meetings of the Redevelopment Commission; maintains financial records for the department as required by the State Board of Accounts; provides administrative assistance to Redevelopment Director and staff; assists with monitoring projects and their status; manages data and assists in data analysis; assists with preparation of meeting and presentation materials. Incumbent is responsible for understanding and completing relevant tasks in compliance with applicable local, state and federal laws and requirements. Incumbent also provides administrative assistance and performs research for Community Development Division Director upon request. 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.

**OPERATIONS, INFORMATION & COMMUNICATION**

- Serves as confidential aide to the Redevelopment Director and staff;
- Maintains record of daily assignments, schedules and appointments for the Department;
- Organizes and develops initial meeting agendas and resolutions for the Fort Wayne Redevelopment Commission;
- Prepares a variety of confidential material including letters, reports and memoranda and meeting minutes;
- Maintains superior and functional filing systems;
- Provides staff clerical support;
- Processes incoming and outgoing mail;
- Receives and transfers telephone calls;
- Collects analyzes and maintains data;

**FISCAL RESPONSIBILITY**

- Tracks revenues and expenses for the Redevelopment Department;
- Prepares monthly financial statements, prepares Tax Increment Financing (TIF) arbitrage statements for bond issues and assists with budget preparation, financial reviews and audits;
- Establishes and maintains bond fund and other fund journals and ledgers;
- Maintains financial records safely in accordance with state and federal regulations;
- Monitors General Obligation and TIF bond interest and principle payment schedules, collects and registers payment coupons;

- Prepares and processes claims;
- Posts and records daily expenses and receipts;
- Maintains petty cash for Department of Redevelopment and Department of Economic Development;
- Reconciles bank statements;
- Reviews and tracks bonds and other investments;
- Processes payroll for the Redevelopment staff;
- Provides information and reports to State Board of Accounts, census bureau and other governmental agencies.

### **MARGINAL FUNTIONS**

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 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**

- Associate's 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;
- Practical knowledge of the basic principles and practices of accounting;
- Working knowledge of real estate principles and law;
- Proficiency using current Microsoft Office Systems (Word, Excel, PowerPoint, Access);
- Ability to type accurately;
- Strong organizational skills and knowledge of office procedures and the ability to prioritize and perform assigned work with accuracy and speed;
- Ability to understand and perform work in compliance with local and state laws and requirements
- Ability to establish and maintain effective working relationships with staff members, the general public and state and federal agencies.

### **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**

None.

**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 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.

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.