

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Administrative Assistant VI</b>	Department:	Utilities Administration
Requisition Number:	2017115		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$44,495.17 - \$53,748.00 Annually
Date Posted Up:	05/12/17	Date Posted Down:	Until filled
Time Up:	8:00 a.m.	Time Down:	

**SUMMARY**

Working under the direction of the Deputy Director - Finance, incumbent provides administrative support for the Utility’s executive team and ensures Utility projects and priorities are carried out. Incumbent interprets operating policies, exercises independent judgment in the resolution of administration problems and maintains confidentiality. Incumbent must be flexible and must have excellent project management and interpersonal skills and must able to work well with all levels of internal management and staff, as well as outside vendors, clients and the public. 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 and Utility’s 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.

- Acts as confidential aide and provides primary administrative support to City Utilities’ executive leadership team. Administrative support activities may include but are not limited to answering, distributing; tracking and following through on telephone calls and written correspondence received in the Utility’s administrative office; preparing; editing; copying and distributing documents; and responding to inquiries from the public.
- Manages the executive leadership staff schedules.
- Manages projects assigned executive leadership staff.
- Keeps abreast of any changes in policy, methods, operations, budgetary and equipment needs, etc. as they pertain to departmental operations and activities.
- Effectively interacts across the organization, with members of the general public, vendors, and with all other groups involved in the activities of the Department.
- Assembles information and creates written reports and documents in a concise, clear, and professional manner.
- Uses independent judgment and discretion in the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.
- Develops and implement long-term goals for Utility administrative support staff in order to promote effectiveness and efficiency.
- Effectively comprehends, interprets, and applies regulations, procedures, and related information.
- Oversees or performs payroll and purchasing functions for the Utility’s administrative office;
- Acts as confidential aide and ensures that the executive leadership team is provided with administrative support by managing administrative and support activities for the Utility’s administrative office;
- Creates and maintains up-to-date Standard Operating Procedures for Utility administrative processes.

- Develops and implements plans to provide adequate human and financial resources to meet the current and future administrative support need of the Utility's administrative office.
- When called upon, advises department managers throughout the Utility in identifying administrative needs and assists managers in developing appropriate solutions or recommendations.
- Conducts research and prepares analytical studies and reports that include cost analyses, comparative data, and information to support findings.
- Oversees the preparation and distribution of documents such as Requests for Proposals or Requests for Qualifications necessary to secure adequate professional resources to carry out the Utility's projects and priorities.
- Coordinates the preparation of a variety of documents including but not limited to applications for state and federal financial assistance for utility projects, grant applications and applications given by relevant professional associations and publications.
- Prepares and submits, in a timely manner, progress reports and financial reports in support of grants or other funding received by the Utility.
- Coordinates the collection and preparation of operating reports for the Utility, such as departmental performance data, time and attendance records, and project status reports. Locates and compiles information and formats reports, graphs, tables and records.
- Interprets and applies laws, rules and regulations applicable to the organization.
- Establishes, implements and monitors administrative policies, procedures and service level standards for the Utility
- Issues and interprets operating policies for the organization.
- Designs, implements and maintains management data storage and retrieval systems for the Utility's administrative office and assists subordinate departments with same.
- Directs services such as computer and office equipment maintenance and repair, supplies, mail and files for the Utility's administrative office and provides assistance to subordinate departments in establishing similar services.
- Assists in preparation and monitoring of operating and capital budgets for the Utility's administrative office.
- Represents the Utility in meetings with other City departments.

### **MARGINAL FUNCTIONS**

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**

Incumbent serves as a working leader for other Utility administrative assistants.

### **QUALIFICATIONS**

To perform the job successfully, an individual must be able to perform 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**

- Any combination of education/experience equivalent to a Bachelor's degree in Business Administration or related field and three (3) years experience in an administrative support leadership role;

- Expert proficiency in the use and customization of word processing and spreadsheet office automation software , particularly the aggregate Microsoft Office suite. Ability to type 65 words per minute;
- Specialized knowledge of complex, varied assignments of Utility and related industry standards;

**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 staff members, other departments, local, state and federal agencies, business and the general public.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. 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.

**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.