

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Administrative Manager</b>	Department:	Consolidated Communications Partnership
Requisition Number:	2025169		
Hours:	40 hours per week	Rate of Pay:	\$29.2715 - \$35.1260 per hour
Date Posted Up:	3/10/2025	Date Posted Down:	Until Filled
Time Up:	3:00 p.m.	Time Down:	

**SUMMARY**

Under the direction of the Executive Director, the Administrative Manager performs administrative, financial, human resource for the Consolidated Communications Partnership. This position is covered under the Consolidated Communications Partnership Employee Handbook. 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 applicable 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.

- Performs all financial functions including maintaining ledgers, general bookkeeping, budgeting, and payroll for the CCP and provides budget/financial status reports as requested by the Director and/or Deputy Director;
- Acts as fiscal manager and advisor to the Director on financial matters for the CCP and other areas upon request;
- Serves as administrative and financial manager for the department, including processing all department requisitions for expenditures and reviewing the department's budget exception reports monthly; Sets up accounts for budgets, bills, and purchases;
- Provides support for budget development activities, including research of departmental needs and expenditures related to day-to-day operations;
- Prepares and maintains organized records of purchase orders, accounts payable, accounts receivable, deposits, and department credit cards;
- Manages inventory control of office supply products;
- Receives and directs calls, complaints, and requests for information;
- Functions as CCP HR Coordinator for all issues related to Human Resources, benefits, and payroll;
- Maintains employees, names, and law tables in Spillman to ensure continuity in the system;
- Assists Director by conducting research projects, operational analysis, and coordination of departmental activities;
- Coordinates all employees Leave of Absences, including Short Term Disability, FMLA, and personal leave, including maintaining information for Leave of Absences and communicating regularly with City Payroll, City Benefits, and County Human Resources regarding such leaves;
- Records, reviews, and tracks all disciplinary actions and communicates those to City Human Resources;
- Maintains employee personnel files and training records;
- Coordinates all pre-employment screening/testing, scheduling, interviewing, and hiring of CCP personnel with City Human Resources;

- Requests job postings, screens all candidates, schedules, and conducts interviews, notifies candidates of application and hiring status, and extends contingent job offers;
- Prepares personnel reports as necessary;
- Acts as Recording Secretary for the CCP Board, including, but not limited to documenting minutes, creating agendas, and communicating information;
- Attends City and/or County Council meetings as required by the Director;
- Attends deposition hearings as required by the Director;
- Tracks grant dollars and usage;
- Communicates with other departments, such as IT, Spillman, etc., on hardware, software, maintenance, and upgrade needs;
- Coordinates with City Risk Management regarding safety and worker's compensation issues;
- Responds to inquiries for general information;
- Works with confidential records in National Crime Information Center (NCIC), Indiana Data Communications System (IDACS) and the Spillman database.

### **MARGINAL FUNCTIONS**

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 position 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**

- Bachelor's degree in accounting, Business Management, or related field;
- Two to five years' experience in Human Resources and Finance;
- Or a combination of education and experience commensurate to the requirements of the job;
- Business degree preferred.

### **OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- Knowledge of payroll processes;
- Must be able to type at least 50 WPM;
- Strong computer skills with extensive knowledge of Microsoft Office programs;
- Uses MS Office, Spillman, MUNIS, Time and Attendance software, and others;
- Must be proficient using standard office equipment including copier/fax machine, typewriter, multi-line phone system, and a computer;
- Ability to prioritize and multi-task in a limited amount of time;
- Reads and understands written laws, and departmental rules, regulations, and procedures;
- Working knowledge of laws pertaining to hiring practices as well as employment laws including, but not limited to Fair Labor Standards Act (FLSA), Equal Employment Opportunity (EEO), Americans

with Disabilities Act (ADA), Family Medical Leave Act (FMLA) and Occupational Safety and Health Act (OSHA);

- Strong written and verbal communication skills;
- Ability to establish and maintain effective working relationships with staff, other public safety agencies, City and County departments, and the public;
- Ability to maintain strict confidentiality.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

The Administrative Manager maintains frequent contact with all CCP staff, other public safety agencies, other City and County departments, and the public while performing administrative, financial, human resources and clerical functions for the Consolidated Communications Partnership

### **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**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Indiana Driver's License if a CCP 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 Administrative Manager is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The Administrative Manager is frequently required to stand, walk, stoop, kneel, crouch, or crawl.

### **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 Administrative Manager works in an office environment and may be exposed to stressful situations associated with emergency requests for assistance. 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. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. 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.