

JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT (Management)

REPORTS TO: Assistant City Manager

PAY SCALE: 14

FLSA STATUS: Exempt

JOB SUMMARY:

Under the supervision of the City Manager and Assistant City Manager, provide technical and/or administrative support for a variety of departmental functions; work closely with Department Directors in coordinating, planning; and directing budget development for capital projects. Coordinating and completing grant applications and assisting Department Directors in their grant efforts. Perform functions that support the Assistant City Manager/City Secretary in his/her duties. Work is performed under the general direction of the Assistant City Manager. Learn about city operations; and do related work as required.

ESSENTIAL JOB FUNCTIONS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Assist in the preparation of the City's annual operating budget, as well as the capital improvement and grant programs.

Assist forecasting revenue and expenditures and assist in improving budgetary efficiency.

Works with Department Directors to plan, organize, and implement programs to improve conditions in the City's Community Redevelopment Area and provide assistance on Community Development Block Grant projects, Small Business Enterprise Program, Commercial Landscape Enhancement Program and Landscape Entranceway Enhancement Program.

Assist in the management of grant and capital projects and promotes the timely completion of those projects through management efforts.

Assist in finding grant resources and developing and preparing grant requests, and ensures all grant applications are complete and accurate.

Monitors and evaluates the grant application and success of program plans to ensure desired results and meeting of stated goals and objectives.

Conducts research/analysis and special projects on an ongoing basis on a variety of city systems and related operations.

Assist and work with Boards and Community Groups. Assist with community projects such as parades, festivals, and special events. (May work evenings and weekends, as needed.)

Interact effectively and communicates directly with the City Manager and Assistant City Manager, City Council, co-workers, advisory boards, the public, and others in a courteous and professional manner orally, in writing and by telephone.

Search files, assemble information, and compile statistics; provide research support;

Maintain paperless agenda, records and files.

Oversees and maintains the city's website. Liaison with city's internet provider. Maintains city emails, face book, phone system and Connect-CTY (reverse 911). Ability to maintain and coordinate work functions with Information Technology Specialist.

Prioritize work load effectively; make effective decisions with minimal supervision;

Informs supervisor of all work activities.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive working knowledge of word processing, databases, and spreadsheets. Knowledge of Adobe Acrobat XPro, Adobe Creative Suite 5 and Dreamweaver Software is desired.

Knowledge of municipal management, fiscal management, and governmental budgeting methods, procedures and policies.

Ability to comprehend, interpret and apply regulations, procedures and related information as they relate to grant preparation.

Ability to perform routine and complex administrative functions independently.

Ability to analyze facts, exercise sound judgment, arrive at valid conclusions, and make recommendations to the City Manager and Assistant City Manager.

Knowledge of the structure and function of local government departments.

Knowledge of statistical concepts and methods along with the ability to independently conduct special projects and studies and report on the findings. This includes knowledge of a variety of methods of work measurement, research techniques used in productivity studies, and systems of internal controls.

Ability to gather information pertinent to the area of assignment through interviews, questionnaires, and observations.

MINIMUM QUALIFICATIONS

Graduation from a recognized college or university with a Bachelor's Degree in Public or Business Administration, Finance, or Political Science. A Master's Degree is preferred. Years of experience with local government may be substituted for education.

Some experience in government/municipal management, preparing and implementing municipal budgets, grants management and monitoring, or auditing/research analysis a plus.

Experience with automated government/municipal financial systems and computer literacy is highly desired.

Any acceptable combination of education, experience and training.

Possession of a valid, appropriate driver's license and an acceptable driving record.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various office related equipment, such as, but not limited to a personal computer, calculator, copier, and fax machine. File and retrieve documents from a variety of locations; lift and carry up to 10 pounds of supplies or working material; sit for extended periods of time while doing word processing or other data entry; stand or walk for extended periods of time while working on special projects or assignments.

Employee Signature
Date: _____

Supervisor's Signature
Date: _____

The City of Kaufman, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with Human Resources.