

CITY OF CROWLEY

SENIOR ADMINISTRATIVE ASSISTANT

Pay Grade: 111

FLSA: Non-Exempt

Pay Range: \$17.96 - \$26.38

JOB SUMMARY

Under the direction of Department Head for the coordination and overall management of the office policies and procedures. Will provide support to the Department Head for coordinating and performing administrative activities such as preparation of reports, collecting and organizing information and ensure the organization's overall effectiveness. Performs a diverse set of tasks within Department (which could include multiple Stations or facilities), to assure both continuity and improvement to efficiency and productivity.

ESSENTIAL DUTIES AND JOB RESPONSIBILITIES

- Responsible for the implementation and ongoing maintenance of all office policies and procedures.
- Prepare all invoices for payment by Finance Department; ensuring compliance with Cash Management Policy and Purchase Order procedure.
- Reconcile credit card and fuel card statements with receipts for all Department employees.
- Compose, set up, type and proof read a variety of documents, memos, reports and correspondence on routine matters for Department.
- Manage and order supplies within the budget guidelines of the organization.
- Answer telephone calls, take messages; arrange, index, file and retrieve letters and other documents for Department.
- Assist the public with questions requiring knowledge of policies, procedures, community information, open records and City historical records.
- Assist the Department Head in preparing bid or grant documents for projects or programs.
- Maintain employee training, certifications and other miscellaneous personnel information for Department personnel, including contact numbers.
- Assist in preparing the City Council agenda items and Council Communicators for Department.
- Assist Department Head in guidance to staff and volunteers in resolving personnel, building or procedural problems or concerns.
- Ensure ongoing, positive up and down communications throughout the Department.
- Delegate responsibility to appropriate staff to ensure that the day-to-day functions, work orders and assigned projects are completed.
- Review for accuracy on reports and evaluations of work product.
- Research, collect, assemble and submit data for various reports to State and local agencies, as required.
- Coordinate with other professional organizations/entities within the State on an as-needed basis.
- May be required to serve on various Boards, Commissions or Committees as secretary or staff liaison.
- May be requested to serve on Special Events Committee to help with the organization and implementation of City's special events.
- May perform special assignments and handle special projects, as required.
- Must maintain confidentiality of records.
- Regular and reliable level of attendance.
- And other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Must have strong leadership, management and organizational skills, as well as understanding of municipalities and community programs.
- Exhibit high degree of attention to detail, strong interpersonal and public relation skills.
- Have ability to perform a variety of difficult administrative duties with little or no supervision.
- Have ability to follow verbal instructions and to work independently in the absence of specific instructions.

- Must have excellent usage of the English language; spelling, grammar, punctuation and sentence structure skills.
- Effective communicative skills, both oral and written; mathematical and statistical skills.
- Understanding, influencing and serving others are important attributes in this position.
- The ability to select, develop and motivate people and create a positive work environment.
- Computer operation and skills to include MS Word and Excel; typing skills up to 50 wpm.
- Must work well under pressure and stress; meet deadlines; plan, organize and prioritize multiple work assignments.
- Must be able to operate computer and other office machines such as fax, calculator, copier, telephones and so on.
- The ability to resolve problems quickly and effectively and communicating any recommended appropriate courses of action to the Department Head.
- Must display a high degree of emotional maturity while keeping difficult situations in proper perspective.
- Must demonstrate integrity in handling confidential records.
- Must be flexible and have well developed interpersonal skills.
- Must excel in personal interactions with the staff and volunteers at all levels of the organization.

EDUCATION, EXPERIENCE AND CERTIFICATION

- A minimum of 3 years of office management experience; Municipal Administration preferred.
- High School Diploma or GED.
- Notary Public or able to obtain.
- Valid Texas Driver's License required.