



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Sr. Administrative Assistant	LAST UPDATED:	May 7, 2013
DEPARTMENT:	Financial Services	JOB CLASS:	
REPORTS TO:	Director of Financial Services	FLSA DESIGNATION:	Non-Exempt

Summary: Under general supervision of the Director of Financial Services the Senior Administrative Assistant performs and coordinates administrative projects, analytical studies, document publications and special projects research. Assists director in researching, developing and formulating the annual department budget to include all departmental divisions. Designs and coordinates publication of the Annual Budget, Budget in Brief, Comprehensive Annual Financial Report, Popular Annual Financial Report and Single Audit Report. Supervises assigned staff,

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Funding requests, annual expenditures

Essential Job Functions:

- Assists director in researching, developing and formulating the annual department budget for the administration division, accounting division, budget division, treasury division, housing division, revenue collections division and municipal court division.
- Monitors annual budget expenditures: prepares budget justifications and narratives.
- Tracks and prepares payment requests for Finance annual contracts and special projects where director is lead manager.
- Responsible for processing MUNIS entries for department purchasing and budget transfers and for obtaining proper quotes for purchasing department equipment and services.
- Oversees the daily operations for the department including supply inventories, scheduling, and time off calendars. Also, responsible for maintaining the general appearances of the office and file rooms.
- Coordinates and ensures the maintenance and upgrading of applicable technological hardware and office equipment, including our scanners, printers, check printers and shredders. Assists System Accountant with annual purchasing of department computers and hardware equipment.
- Maintains the asset inventory listing for the Department and reviews the annual report to ensure assets are accounted for in the Department (including all divisions).
- Maintains timekeeping records for the Department and serves as timekeeper for all personnel within the Department.
- Establishes and maintains systems and procedures for records management and storage, coordinates with the City Secretary regarding record retention, filing systems, protection and security of files and records and transfer/disposal according to retention schedules. Serves as liaison for the Financial Services Department.
- Reviews City Council Agenda packets and scans signed agreements that require accounting tracking and compliance documentation in future periods.
- Creates and maintains Agreements Matrix filing system for our on-line agreements (city-wide) and physical filing system of agreements that require accounting tracking of milestones and compliance.
- Assists staff and director in coordinating and preparing reports, agenda items and materials for council meetings and other meetings as assigned.



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- Coordinates end of year Audit workpaper filing and submission to the external auditors through their online web based audit tool and assists director with updating the COSO internal audit model and monitors model requirements as assigned by the director.
- Attends Council Budget & Audit Committee meetings, takes minutes and publishes minutes for council review.
- Maintains Financial Services web pages on web and Citylink updating monthly by uploading new information through the content management system.
- Edits and proofs financial documents for final publication, including the Annual Budget, Comprehensive Annual Financial Report, Popular Annual Financial Report, Budget in Brief, Annual Single Audit Report, Annual Investment Report, and Monthly Financial Reports.
- Processes incoming mail for Finance and Budget Divisions by routing release orders, CIP payment applications, check requests and travel requests for proper approval and to appropriate personnel for processing.
- Performs administrative tasks such as screening, routing and answering correspondence, assisting the public by investigating and resolving problems and/or complaints, training employees on departmental issues, etc.
- Serves as editor for the Focus on Finance Monthly Department Newsletter.
- Schedules and coordinates department wide staff “morale” events and assists director with annual staff development training workshops.
- Assists director with establishing annual training schedule and then creating presentations and curriculum. Also, prepares advertising for trainings and maintains employee signups and attendance records.
- Assists Finance, Budget, Revenue Collections, Treasury, Municipal Court, Housing and Grants Divisions with administrative duties as necessary.
- Serves as backup for payroll data review and accounts payable invoice mail processing.

Other Important Duties:

- May be required to work some outside regular working hours.
- Travels to attend meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of City policies and procedures.
- Ability to communicate effectively and clearly, both orally and in writing.
- Ability to identify problems and propose solutions in a timely manner.
- Ability to gather and analyze data and draw conclusions and present data and other information in a clear and logical manner.
- Ability to handle a wide variety of tasks and projects with minimal supervision and direction.
- Ability to handle confidential information in a responsible manner.
- Skill in resolving customer complaints and concerns.
- Skill in effectively reviewing work and providing technical assistance to assigned staff.
- Proficiency in the use of computers and knowledge of computer applications including Microsoft Excel, Publisher, PowerPoint and Word.
- Proficiency in the use of Adobe Acrobat Professional computer applications to create books and flyers.



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Preferred Education, Experience, and Certifications:

- Associates Degree in Business Administration, Political Science, Public Administration or related field, **and** five (5) years advanced secretarial, public relations, political science, or area of assignment experience, two (2) years of which is in a supervisory role; **or** equivalent combination of education and experience.
- Must pass pre-employment drug screen, criminal background check and MVR check.
- Must possess State of Texas Drivers License

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment and sometimes outdoor environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to extended periods of standing or sitting.
- May be subject to bending, reaching, kneeling and lifting such as when retrieving files, records and reports and setting up audio visual equipment
- May be exposed to hostile or angry employees and customers.

Equipment and Tools Utilized:

Equipment utilized includes personal computer, copier, calculator, fax machine, scanner, and other standard office equipment.

Approved By:

Anita Cothran

Anita Cothran, Director of Financial Services

05/07/2013

Date

Lauren Safranek, Director of Human Resources

05/07/2013

Date