



## **JOB POSTING # 19-036**

### **ADMINISTRATIVE ASSISTANT II**

Fire Department

**Hourly Rate: \$ 13.96 - \$ 15.26**

**Open Until Filled**

Performs advanced administrative duties for the department director and department staff.

- Coordinates office management activities
- Acts as liaison between the directors, subordinates and others by transmitting directives, instructions and assignments
- Independently follows up on the status of assignments
- Reads and screens incoming correspondence and reports; makes preliminary assessment of the materials, organizes documents and forwards appropriate materials as necessary.
- Provide detailed information regarding department's policies and procedures and on various programs including purchasing card policy
- Independently responds to letters and general correspondence of a routine and non-routine nature
- Reviews documents to determine that appropriate forms are used and completely filled
- Maintain appointment schedule/calendars, arranges meetings/conferences and makes travel arrangements
- Prepares comprehensive reports and compiles annual budget requests
- Reviews expenditures requests to ascertain availability of funds
- Initiates and maintains a variety of files and records
- Conducts advanced research, compiles and analyzes data for special projects and various reports
- Processes and tracks purchase orders requests
- Coordination of departmental events and ceremonies
- Performs other duties as assigned

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to organize, prioritize and multi-task. Must interpret and apply both written and oral instructions. General office skills to include typing, filing and accounting functions. Excellent English grammar, spelling and punctuation. Advanced proficiency in MS Excel, Word and PowerPoint. Must be precise in numerical calculations and record preparation. Must be punctual and organized to meet deadlines. Ability to communicate effectively and courteously with city staff and the public. Ability to maintain confidential information.

#### **MINIMUM QUALIFICATIONS:**

Five (5) years of clerical experience; Advanced proficiency in the use of computer software applications: MSWord, Excel, Access and PowerPoint. **PREFERENCE:** Bilingual in English/Spanish; Associate's degree from an accredited college. **Acceptable Equivalency:** Any combination of experience and training that would likely provide the required knowledge, skills and abilities

#### **Employee Behavior and Conduct**

City employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest and respectful.

All City employees are required in the course and scope of their employment to provide services for the benefit of the general public during emergency situations that threaten the safety of Kingsville's citizens. City employees must be able to work immediately before, during, and/or immediately after an emergency.

All positions require the following: 1) High School diploma or equivalent, 2) Valid driver's license 3) satisfactory driving record and 4) proof of eligibility to legally work in the U.S. The successful applicant will be required to pass a pre-employment drug screen and background investigation.

Applications available at [www.cityofkingsville.com](http://www.cityofkingsville.com) or are available at City of Kingsville-Human Resources, 400 W. King Avenue, Kingsville, Texas 78363. For additional information call 361-595-8017 or e-mail [hadmin@cityofkingsville.com](mailto:hadmin@cityofkingsville.com)  
EOE

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