

EMPLOYMENT OPPORTUNITY

JOB TITLE: Administrative Assistant I (Job #) Exempt: X
REPORTS TO: Logistics Section Chief Classified:
DEPT/DIV: Fire/Logistics Section
STARTING SALARY: \$12.00/hour

APPLICATION DEADLINE: Open

DUTIES AND RESPONSIBILITIES

Essential Job Functions: coordinates and organizes all administrative aspects of the purchasing, shipping, receiving, distribution, invoicing, and depositing processes for the fire department; coordinates and organizes all administrative aspects of the inventory and maintenance processes for the fire department; keeps accurate digital and paper records to assist the Logistics Section Chief in keeping within the allocated budget and insuring efficient use of resources; coordinates with vendors and personnel from other City departments related to fire department business; inputs and maintains records in management software and related systems; prepares and maintains records and reports; assists with research and development of specifications; trains support staff; converts documents to digital format; receives, prepares and processes logistics section correspondence; coordinates meeting dates and all necessary information for the meetings; processes travel and training requests; posts backup for other administrative staff; may be required to operate vehicle; completes special projects.

Other Job Functions: Performs other duties as required. *Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

WORKING CONDITIONS

Normal office environment; must be available to work from 8:00 a.m. to 5:00 p.m., Monday-Friday; must be available to work after hours and weekends when necessary.

MINIMUM ESSENTIAL QUALIFICATIONS

Knowledge: Extensive knowledge of governmental purchasing and budgeting procedures; thorough knowledge of the AS400 purchasing system, MS Office software and other management software in use by the Fire Department; thorough knowledge of mathematical calculations; knowledge of secretarial practices and procedures; knowledge of office practices, procedures and equipment; general knowledge of fire department operations; knowledge of systematic and numerical record keeping procedures; knowledge of city policies and procedures.

Skills/Abilities: Excellent organizational and mathematical skills; ability reason and make decisions; ability to read complex text and communicate orally and in writing; ability to coordinate others and train support personnel; ability to work within a team; ability to use all office machines and software; ability to maintain effective working relationships.

Physical Requirements: Constantly sees and hears; frequently sits, types operates a PC, writes by hand, stands, climbs, files, operates a calculator, walks, sorts, kneels, bends, squats; drives; infrequently carries, holds and lifts objects weighing up to 50 lbs. and stoops.

Education/Experience: Graduation from high school supplemented by courses/seminars in business/office administration; three (3) years of secretarial/administrative experience.

Other: Typing test at 40-45wpm preferred. Must possess a valid Class C driver's license with a good driving record. Other state valid Driver's License equivalent to Texas Class C with a good driving record will be considered. Texas state law requires within 30 days of residency, you must possess a valid Texas driver's license. **Applicant selected for hire shall be subject to criminal history background check, and a drug/alcohol screen test.**

00105-C8-05-06-8810-4026565-922160

ADM ASST 1-FIRE LOGS

CC 11/05/15 I/O

The City of Beaumont does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance contact a Human Resources representative at (409) 880-3777 or through RELAY Texas at 1-800-735-2989 or mail your request to P.O. Box 3827, Beaumont, Texas 77704.

The City may consider all related education and/or experience in determining the applicant's minimum qualifications and starting salary.