



Job Announcement October 31, 2018

The City of Live Oak is currently accepting applications from current employees for the position described below.
The City of Live is an Equal Opportunity/Affirmative Action Employer.

Job Title:

Administrative Assistant – Development Services

General Statement of Duties:

The purpose of this position is to provide administrative support to the department. This is accomplished by answering and screening calls, directing callers and visitors, completing routine clerical tasks, preparing meeting and agenda materials, generating reports and correspondence, maintaining office supplies and inventories, making travel arrangements, distributing mail, and maintaining payroll and employee records. Other duties include scheduling and coordinating meetings and events.

Essential Functions:

Performs administrative duties by ordering supplies and equipment; entering various information into the system; scheduling meetings and appointments; researching information; preparing and processing paperwork and other materials; sorting and distributing mail; taking meeting minutes; compiling data; creating, preparing and reviewing correspondence and reports; monitoring contracts; and maintaining spreadsheets, logs, and files

Provides support and information to internal and external customers by receiving and screening calls; answering telephone and email inquiries; greeting and directing callers and walk-in visitors; supplying customers with informational brochures and flyers as needed; receiving complaints and routing them to the appropriate person; and taking and delivering messages

Performs financial duties by processing invoices, deposits, and payments; providing assistance with the budget; processing payroll; coding invoices; preparing financial documents and billings; performing financial calculations; utilizing information extracted from financial databases; entering new customer and vendor information; and monitoring petty cash, accounts, grants, and budgets

Performs related duties by troubleshooting office equipment issues; scheduling training classes; taking inventory; training and scheduling personnel; coordinating various special projects; attending meetings, seminars, and workshops; and participating in the development of divisional policies

Required Experience and Training:

Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency.

Over one year up to and including three years' experience.

** This job description does not take into account potential reasonable accommodations for the purpose of compliance with the Americans with Disability Act (ADA).*

Required Certificates and Licenses:

Valid Driver's License, Notary Certification, and Texas Public Information Act Certification

Starting Salary:

Starting Salary \$34856.49 annually. Step increase after successful six month probation.

Benefits:

Health, Dental (DHMO Plan) and Basic Life, LTD & AD&D paid at 100% for employee along with 45% dependent coverage. Voluntary plans Vision, Additional Life/AD&D, STD and FSA. Retirement Plan - Texas Municipal Retirement System (TMRS) the City matches two to one. An employee becomes vested with the City at five years unless eligible for prior year service credit.

Closing Date:

Open until filled

Applications and additional information can be found on the city's web site:

<http://www.liveoaktx.net/departments/human-resources/current-job-opportunities>

Applications will be accepted by fax at 210-653-0015, can be emailed to hr@liveoaktx.net, at the address listed below between the hours of 8:00 a.m. and 5:00 p.m., on the official application form. Applications and additional information is available at * www.liveoaktx.net/departments/human-resources/current-job-opportunities * or by contacting: *City of Live Oak Human Resources * 8001 Shin Oak Drive * Live Oak, TX 78233 * 210-653-9140**

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