

CITY OF SHAKER HEIGHTS
Position Vacancy Announcement
FOR IMMEDIATE POSTING

May 10, 2017

Job Title: Senior Administrative Assistant
Department: Human Resources
Starting Salary: To low \$50's, DOQ
Application Deadline: May 29, 2017

GENERAL DEFINITION OF WORK:

Performs difficult skilled clerical and administrative work for the Human Resources Department; does related work as required. Work is performed under the regular supervision of the Human Resources Manager. Supervision may be exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Serves as senior administrative assistant to the Human Resources Manager; facilitates recruitment and onboarding process; assists with sensitive employee personnel matters.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Answers incoming calls; ascertains nature of business; provides information; takes messages and forwards calls.
- Receives, processes and resolves citizen and employee concerns and complaints and/or refers to appropriate staff.
- Types a variety of documents, manuals, proclamations, technical and statistical reports, data for publication, budget and other material where knowledge of format and presentation is necessary – may draft such documents.
- Makes appointments; greets visitors; maintains office calendar for the Human Resources Department; coordinates department deadline submissions.
- Reviews and checks records, forms and other documents for accuracy and completeness.
- Prepares City-wide job postings and advertisements; tracks application submissions in HR Access database and distributes to appropriate departments; schedules interview panels, as needed; processes new hire paperwork.
- Schedules and attends Civil Service Commission meetings; transcribes minutes.
- Assists in Civil Service recruitment; preparation of forms; advertising; facilitates application submissions and examinations; prepares correspondence; schedules panel interviews.
- Serves as the substitute for Mayor's Executive Assistant, as needed.
- Conducts surveys for assistance in union negotiations; assists with preparation of final union contracts and coordinates printing and distribution.
- Maintains personnel files, performance evaluation database and new hire/promotion/termination logs.
- Coordinates Human Resources annual budget preparation.
- Prepares payroll for the Human Resources Department.
- Prepares variety of annual reports.
- Assists in planning and coordinating city-wide employee events including managing the Employee Recognition committee.
- Serves as public records and records retention department manager.
- Responsible for accounts payable in the Human Resources Department.
- Assists in development of office procedures; maintains and orders supplies.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of standard office practices, procedures, equipment and secretarial techniques; comprehensive knowledge of business English, spelling and arithmetic; ability to interpret and apply policies and procedures; ability to type accurately at a reasonable rate of speed; ability to conduct internet research; ability to establish and maintain effective working relationships with employees, Municipal officials and the general public; ability to work independently in the absence of specific instructions; ability to maintain confidential information.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in business technology or related field and extensive progressively responsible experience in administrative work. Proficiency in Microsoft Suite. Individual with responsible administrative experience in a human resources or legal office preferred.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, kneeling, reaching, standing, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

The City of Shaker Heights does not hire individuals who use or test positive for tobacco or nicotine products.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

PLEASE SEND CITY APPLICATION AND/OR RESUME TO THE CITY OF SHAKER HEIGHTS HUMAN RESOURCES DEPARTMENT, 3400 LEE ROAD, SHAKER HEIGHTS, OH 44120.

E-mail: human.resources@shakeronline.com Application available online at shakeronline.com EOE