CITY OF HOUSTON

Job Posting

1	*TN Applications accepted from:*	**ALL PERSONS INTERESTED**
2	*Job Classification*	**ADMINISTRATIVE SUPERVISOR**
3	*Posting Number*	**PN# 109186**
4	*Department*	**Public Works & Engineering Department**
5	*Division*	**Right-of-Way & Fleet Maintenance Division**
6	*Section*	**Fleet Maintenance**
7	*Reporting Location*	**100 Japhet**
8	*Workdays & Hours*	**M - F, 7:00 a.m. - 4:00 p.m.***

***Subject to change**

9 ***DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS***

Oversee and supervise consolidated administrative/clerical functions for the Fleet Maintenance Section in support of the Right-of-Way & Fleet Maintenance Division to include, but not limited to:

- Supervise, direct, coordinate and monitor the section payroll and personnel for 160+ employees
- Supervise administrative functions related to employee evaluations, insurance enrollment, vacation & sick leave, payroll preparation, retirement, workers compensation, time and attendance record keeping.
- Supervise file management including scanning and electronic archiving, imaging, record retention for the section.
- Oversee, assess and coordinate training needs for the section.
- Assist management in budget preparation and monitoring activities.
- Coordinate and oversee CMC activities for the section.
- Train, develop and evaluate administrative staff on job assignments.
- Assist in the review, development, implementation and maintenance of policies and procedures.
- Maintain highest professional level of advice and assistance to employees.
- Provide administrative support to management, assist in special projects and perform other duties as assigned.

10 ***WORKING CONDITIONS***

This position is physically comfortable; the individual has discretion about walking, standing, etc.

11 ***MINIMUM EDUCATIONAL REQUIREMENTS***

Requires a Bachelor's degree in Business Administration, Accounting Political Science, Psychology, or a closely related field.

12 ***MINIMUM EXPERIENCE REQUIREMENTS***

Three (3) years of experience in personnel, administration or a closely related field is required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

13 ***MINIMUM LICENSE REQUIREMENTS***

Must have a valid Texas Class C driver's license and compliant with the City of Houston's policy on driving.

14 ***PREFERENCES***

Preference will be given to candidates with a proven track record of proficiency, high productivity and efficiency, excellent knowledge of PWE and City payroll policies and procedures, excellent experience in GHRS and HRMS applications, good skills with MS Office Products, Excel, Power Point, Word and Outlook. Ability to communicate orally and in writing with precision, strong ability to interact professionally with section employees as well as other PWE and City employees.

15 ***SELECTION/SKILLS TESTS REQUIRED*** None

16 ***SAFETY IMPACT POSITION*** ☑Yes No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 ***SALARY INFORMATION***

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 22

$1,277- $1,833 Biweekly	$33,202- $47,658 Annually

18 ***OPENING DATE*** March 1, 2006

19 ***CLOSING DATE*** March 7, 2006

20 ***APPLICATION PROCEDURES***

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. **For application status inquiries, please call (713) 837-7521**. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. **TDD (Telephone Device for the Deaf) is (713) 837-9471.**

An equal opportunity employer