

**CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT**

The City of Southfield is currently seeking qualified candidates for the following full-time career position:

JOB CLASSIFICATION: Administrative Assistant II – Human Resources

SALARY RANGE: ACS Grade H Pay Range: \$41,625 - \$51,235;
Excellent benefit package, including medical, dental, vision, retirement, holidays, vacation, and more.

REPRESENTATIVE JOB DUTIES

- Performs a variety of confidential and administrative secretarial duties on behalf of the Human Resources Director: compose correspondence; prepare documents and schedule meetings, contracts, proposals, reports, statistical charts, presentations, and other materials; Council Agenda items; track and follow up on departmental projects.
- Creates all new hire Personnel Action Forms; Enters all non-career PA's into the Eden system and is backup for the HRIMS Analyst.
- Prepares payroll, monitor overtime usage, and prepare periodic reports of time off usage and trends.
- Performs administrative secretarial functions for four (4) City boards: coordinates preparation of agenda items, composes transmittal letters, posts agendas, takes and transcribes minutes of bi-weekly ACS, monthly Act 78 and 401 & 457 boards as well as quarterly RHC meeting, and handles post-meeting follow up and action items.
- Types and coordinates the annual budget submissions for Human Resources; monitors usage and account balances.
- Process accounts payable, requisitioning and invoicing, and project accounting; inputs to Inforum Gold to ensure timely payment.
- Monitors the status of all HR-related contractual services agreements and assists with the preparation of Council Agenda items for timely submission to Administration prior to the appropriate Council meeting.
- Responds with a proper sense of urgency to requests for information, FOIA requests and subpoenas.
- Assists in the preparation of Public Act 312 Arbitration exhibits.
- Other duties as assigned

JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD

- High School graduate or equivalent; as well as some post-high school or advanced secretarial course work required;
- Minimum of four (4) years administrative secretarial experience; Bookkeeping or accounting classes is a plus.
- Demonstrated proficiency in Microsoft Office including: Word, Excel, Power Point, and Access; and the Eden System; Ability to take and produce accurate and timely minutes of board meetings.
- Self-motivated with the ability to function independently and effectively.
- Demonstrated dependability, reliability and flexibility - good attendance and punctuality is essential; there will be required overtime for after hour meetings.
- Positive interpersonal skills along with a proactive, public service attitude.
- Excellent oral and written communication skills, including excellent grammar, punctuation, spelling and proofreading skills.
- Must have passed or have the ability to pass the current Secretarial skills battery.

The selection process will include a review of the applicant's experience for posted requirements, a criminal history check, and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience.

APPLY AT: City of Southfield, Human Resources Department, 26000 Evergreen Road, Southfield, MI 48076

Complete application package may be downloaded from the City's website at www.cityofsouthfield.com

City of Southfield application packets must be received in the Human Resources Dept. no later than 5:00 P.M.

January 10, 2019

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

Vr DATED: December 19, 2019



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.