

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 – Fire Department

SALARY RANGE: ACS Grade H Pay Range: \$42,458 - \$52,260

Excellent benefit package, including medical, dental, vision, retirement, holidays, vacation, and more.

REPRESENTATIVE JOB DUTIES

- Perform a variety of confidential and administrative secretarial duties on behalf of the Fire Chief. Maintains strict confidentiality in handling employee and labor relations matters and other sensitive matters for the Fire Department.
- Communicate plans, policies and procedures to staff and the public. Performs clerical and administrative work including answering phones, receiving the public; follow up on citizen requests for service, information, and complaints.
- Develop and prepare materials for events, presentations, meetings and more; develop informational materials such as newsletters, notices, media releases and flyers.
- Maintain employee records/department files and perform annual audits of files.
- Create and edit various types of department correspondence; receive, process and distribute mail.
- Monitor and complete required forms for Workers Compensation, Short Term Disability and Long-Term Disability claims.
- Collaborate with the Human Resources Department to fill vacant positions and handle employee terminations; review incoming applications, schedule interviews and meetings, coordinate new hire orientations, complete required documentation/record keeping in relation to new hires and terminations.
- Prepare studies, reports, and compile data for decision making purposes; conduct research, analysis, and prepare recommendations regarding proposals for programs, grants, services, budget, equipment, staffing, etc.
- Other duties as assigned.

JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD

- Associates Degree from an accredited college or university with course work in public administration, office administration, human resources, business management, or a related field, or Two (2) years of related experience; or an equivalent combination of education and progressively responsible experience.
- Significant problem solving and organizational skills necessary to simultaneously handle a variety of projects, independently follow established procedures, and work well under deadline pressure.
- Extensive word processing experience using Microsoft Suite Software, knowledge of Database and Spreadsheet applications preferred.
- Good communication skills and public service orientation and the ability to work effectively in a paramilitary environment; excellent written skills.
- Working knowledge of the principles and practices of modern public or Fire administration desirable.
- Must successfully complete (or have previously completed) the secretarial skills battery which includes, but is not limited to: clerical knowledge, typing, business vocabulary, business math, and proofreading.
- Must possess a valid Michigan driver's license and a good driving record as determined by the City's Driving Standards.

The selection process will include a review of the applicant's experience for posted requirements, a criminal history check, skills test, 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

A Completed City of Southfield application packet is required to be considered for this position.

Applications may be downloaded from the City's website at www.cityofsouthfield.com

Completed applications can be emailed to: sfldjobs@cityofsouthfield.com

City of Southfield application packets must be received in the Human Resources Department no later than 5:00 p.m. August 25, 2021

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

JS: July 26, 2021



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