



**City of Denton
Job Description**

Title: Administrative Assistant III
Position ID: GC0701-400001
Department/Division: Parks and Recreation/Administration – Leisure Services
Reports to: PARD Business Manager
FLSA Designation: Non-Exempt
Safety Sensitive: No
DOT: No

Definition: Responsible for administering the payroll process including internal reporting, and departmental level accounts payable processing.

Essential Functions:

- Performs skilled administrative functions involving detail and requiring considerable direction under limited supervision
- Reviews payroll in computerized payroll system (Kronos) and researches and resolves payroll discrepancies. Submits payroll for entire department.
- Maintains detailed accounting of expenditures, verifies and pays invoices, prepares/reviews/processes purchase order requests, check requisitions, employee expense reports, travel advances, employee status sheet changes, and completes other administrative processes as needed
- Performs record keeping duties to assure fiscal and administrative control of department activities
- Trains employees on admin processes such as payroll procedures, purchase requests, JD Edwards and accounts payable as needed
- Is familiar with and follows all purchasing guidelines
- Orders office supplies, staff uniforms and other supplies/equipment as requested
- Assists in the preparation of the departmental budget, prepares expenditure estimates, and related financial reports throughout the fiscal year
- Creates and manages accounting sheets to ensure departmental projects remain within budget
- Produces documents such as letters, reports, lists, forms, memorandum, correspondence and spread sheets into draft and final copy using modern office electronic equipment such as Microsoft Office products and computerized input and retrieval systems
- Schedules appointments and maintains appointment calendar, helps to arrange trainings and conferences, assembles established background materials and coordinates travel arrangements for staff as needed
- Assists with the coordination of special events associated with Parks and Recreation
- Conducts complex research assignments or assists in the coordination of specialized functions or activities of multiple divisions simultaneously and may direct a specialized function or activity of a

division. Examples include serving on a citywide or departmental committee and/or working on strategic initiatives

- Requests information needed from departments for periodic or special conference, reports, or inquiries, etc.
- Maintains accurate records for management team to include contracts, personnel, position specific documentation, internal policies, disaster relief documentation, park inventory, and safety training
- Assists with research and reporting for open records, council and any other requests as necessary
- Screens telephone calls, visitors, and incoming correspondence
- Sorts departmental mail
- Abides by the City of Denton's core values: Integrity, Fiscal Responsibility, Transparency, and Outstanding Customer Service
- Maintains regular and punctual on-site attendance

Additional Duties:

- Assists other divisions and departments when needed including tasks outside of normal responsibilities
- Performs other duties as assigned

Minimum Qualifications / Acceptable Equivalency:

- High School Diploma or GED equivalent
- Three years of progressively responsible experience in a secretarial or administrative position which involves high public contact, discretionary decision-making, handling of confidential matters

OR

- Any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job

Core Competencies:

- Demonstrated knowledge of payroll procedures, accounts payable and receivables
- Demonstrated excellent customer service skills
- Demonstrated computer literacy in word processing, spreadsheets, data base management and other software appropriate to the department
- Ability to communicate effectively both verbally and in writing
- Ability to get along with customers and co-workers
- Ability to maintain strict confidentiality
- Ability to analyze problems, make objective decisions, and execute them effectively without prompting
- Ability to take empowered action to solve routine problems within policy guidelines and to seek creative solutions to non-routine challenges
- Ability to be on time, properly groomed, in appropriate attire and ready to work

Preferences:

- Bilingual in Spanish and English
- Proficiency in Microsoft Office products
- Records management experience
- Customer Service Experience

Conditions of Employment:

- Must have a valid Class "C" Driver's License and valid state required minimum automobile liability insurance prior to employment (must obtain Texas Class "C" driver's license and state required minimum automobile liability insurance within 90 days of hire per state law)
- Must pass a drug test, driver's license check, criminal history background check, and social security number verification check
- Must be able to work overtime when requested
- Must attend and successfully complete the City's Defensive Drive Course (DDC) within 90 days of employment (if required to drive City vehicle or personal vehicle for City business)

Physical Requirements:

Overall Strength Demands: The italicized word describes the overall strength demand of the functions performed by the incumbent during a typical workday.

- Sedentary – lifting no more than 10 pounds
- ***Light – lifting no more than 20 pounds; carry up to 10 pounds***
- Medium – lifting no more than 50 pounds, carry up to 25 pounds
- Heavy – lifting no more than 100 pounds, carry up to 50 pounds
- Very Heavy – lifting more than 100 pounds, carry more than 50 pounds

Physical Demand Codes: The following describes if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Codes for "how often":

Y = Yes

N = No

E = extensive (100-70%)

M = moderate (60-30%)

I = infrequent (20-10%)

A = almost never (<10%)

Task: Code:

1. Standing: I
2. Sitting: E
3. Walking: I
4. Lifting: A
5. Carrying: I
6. Pushing/Pulling: A
7. Overhead Work: A
8. Fine Dexterity: E

- 9. Kneeling: A
- 10. Crouching: A
- 11. Crawling: A
- 12. Bending: A
- 13. Twisting: E
- 14. Climbing: A
- 15. Balancing: N
- 16. Vision: E
- 17. Hearing: E
- 18. Talking: E
- 19. Video Display: E
- 20. Other:

Machines, Tools, Equipment and Work Aids:

The essential functions of this position require the daily use of a phone, computer, scanner, 10-key calculator, and copy machine.

Environmental Factors:

The essential functions of this position are performed in an office environment.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.

ADA/EOE/ADEA

Effective Date: 12/19/2012

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