

City of Fulshear
JOB DESCRIPTION

Position Title:

Administrative Assistant to the City Administrator and Police Chief

Position Status:

Non-Exempt

General Description:

This position is responsible for providing administrative support to the City Administrator and Police Chief for the City of Fulshear.

Organizational Relationships:

Reports to: City Administrator and Chief of Police

Supervises:

Qualifications:

A High School Diploma required. College degree or certified instruction in Public or Business Administration preferred. The person in this position must be able to pass background check. Some travel required.

Additional Required Knowledge, Skills and Abilities:

The ability to employ sound administrative and customer service skills in a team environment. The ability to organize files and documents; the ability to serve in the capacity of a Notary Public; the ability to utilize computer software including Microsoft Office, InCode, E-Force and other specialty software packages related to City and Police administration; the ability to communicate clearly both verbally and in writing and the ability to maintain confidentiality.

Essential Duties:

- Provide administrative services to the City Administrator and Police Chief.
- Assist in the development, revision and implementation of Standard Operating procedures.
- Make procedural and operational recommendations to the Mayor, City Administrator and Police Chief.
- Prepare, document and maintain files for the City Administrator and Police Chief.
- Assist in the preparation and management of payroll and other human resources documents for the Police Department.
- Serve as a liaison for the City Administrator or Police Chief at certain functions.
- Assist in the preparation and delivery of City correspondence with customers.
- Assist with the reception and serve as an initial point of contact for customers.
- Prepares and presents progress and status reports as requested.
- Assists in the preparation of the monthly reports for the City Council.
- Provide excellent customer service at all times.
- Participate in training to ensure the City receives the highest level of services possible.
- Other duties as assigned or required to perform the function of the position.

By my signature, I acknowledge the content of this job description and understand the criteria for future work performance appraisals.

Employee Signature

Date

Supervisor Signature

Date