

## **Temp Admin Assistant Retirement System Office**

Nature of Work: To provide a variety of highly responsible, confidential and complex administrative duties for the Retirement System Office, with minimal supervision.

Incumbent may be responsible for, but not limited to, the following duties:

### Essential Duties

- File maintenance in the City's OnBase System (scanning and saving documents such as retiree filing, Board and Committee meeting packets, annual reports, union contracts, etc.)
- Regular updates to the Retirement System webpage on the City's website (posting meeting dates, attaching links to agendas, posting minutes, newsletters, investment reports, etc.)
- Transcribing meeting minutes for two boards and three committees on a monthly basis using digital recorder and software program. Compiling Board and Committee meeting packet items into PDFs for packet distribution.
- Schedule and coordinate events such as onsite and offsite meetings, annual Retiree Luncheon, and educational sessions.
- Register Trustees and Staff members for conferences.
- Ensure that retirement notices are sent to the City on a timely basis.
- Generate Board meeting agendas through the City's Legistar system, including sending them to the City's calendar through the program.
- Prepare retiree files and certain accounting documents for scanning by an outsourced scanning firm on an annual basis. Coordinate pick-up and delivery of the files with the company.
- Understands management's objectives and decisions and makes appropriate judgments regarding the use and sharing of information.
- Maintains confidential employee records and confidential collective bargaining records according to contractual, City policy and legal requirements.
- Provides assistance to internal and external customers for service and information, focusing on providing solutions without making additional referrals.
- Utilizes knowledge of City policy and procedures and of other units of government to develop appropriate response or referral when necessary.
- Adapts and adjusts behavior and work methods rapidly in response to new information, changing conditions and unexpected situations requiring attention and resolution.
- Identifies and analyzes problems, making logical decisions and exercising appropriate judgment to recommend to management or independently implement solutions to organizational or individual problems.
- Creates and maintains policy, procedure and records management systems, specified document update and retention schedules.
- Manages and responds to Freedom of Information Act requests in accordance with State Law and City policy.
- Maintains and manages Service Area personnel records according to City policy.
- Establishes and manages administrative calendars, deadlines and procedures.
- Assures conformance to City procurement standards and protocols.
- Maintain/manage employee information/data for DC consultant (Voya) Customer service, notifications, schedule/prepare onsite consultations and webinars, reporting.

- Maintain/manage investment managers/building vendor contracts and information
- Schedule/maintain building service providers and building maintenance and inventory.
- Complete/direct estimate requests
- Plan and manage Ex-Officio meetings

#### Related Work

- Defines, plans, executes and coordinates administrative projects based on executive directives, City policy and applicable State and Federal laws within a specified time frame.
- Performs other related duties as assigned.

#### Knowledge of:

- City policy and procedures
- Service Area processes, performance standards and resources
- Management processes and objectives regarding the use and sharing of information
- Advanced operation of personal computer and office software applications (e.g. Microsoft PowerPoint, Access, Excel, Word, Outlook)
- City organizational and management change initiatives
- Basic mathematics
- Budget processes and project initiation and management

#### Required Qualifications:

- Experience in general office practices and procedures: 1-2 years
- Must have a high school diploma or GED equivalent

#### Preferred Qualifications:

- Office administration and staff assistant work: at least 4 years
- Associates or Bachelors degree in Business Administration

#### Work Schedule:

Position is a part-time schedule. Length of the position is approximately 3 months.

#### Physical Requirements:

The physical demands described here are representative of those that may be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Positions in this class typically require: reaching, lifting, grasping and repetitive motions.

Individual must be able to either hear, talk, or see.

Move and lift light objects less than 20 lbs. such as mail, files, and supplies. Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods of time.