



CITY OF FALLS CHURCH

RECRUITMENT ANNOUNCEMENT

Senior Administrative Assistant

The City of Falls Church is recruiting for a full-time Senior Administrative Assistant to provide services to the Department of Environmental Services. Individual will report to the General Manager of Environmental Services.

Responsibilities:

- Providing executive administrative level support; performs complex and responsible administrative office assistance and support tasks.
- Handling a variety of responsible confidential administrative and technical agency assignments, including researching, preparing and summarizing reports.
- Managing select contracts, including City Hall custodial services contract and records retention contract; providing back up to contract manager.
- Coordinating and drafting City Council reports.
- Managing web and intranet content for the Department.
- Providing administrative support to the Energy Efficiency and Climate Change task group, DES management team, City "Green Team" and other special projects and events.
- Assisting in budget preparation, financial reporting and tracking.
- Providing crisis critical support for DES public works and utilities.
- Monitoring and ordering office and custodial supplies and equipment maintenance; processing invoices.
- Preparing and processing office payroll.
- Maintaining and utilizing regular and electronic mailing lists.
- Developing, managing and maintaining office files and records.

Qualifications:

- Excellent interpersonal and communications skills.
- Excellent organizational skills.
- Handle multiple tasks and priorities simultaneously and effectively.
- Ability to pay close attention to detail.
- Strong computer and software application skills (MS Office, including Excel, PowerPoint, Outlook and Word; knowledge of MUNIS is necessary but training is available).
- Good basic math skills.
- Proven success in dealing with the public, using tact, diplomacy and good judgment.
- Experience in standard office practices, procedures and equipment.
- Ability to work independently and also as a key player on a small professional team with broad responsibilities.

Hours: 8:30 a.m. to 5 p.m., Monday through Friday. Position may be designated as crisis critical. The employee may be required to be available during emergencies to provide administrative support.

Salary Range and Benefits: \$40,602 - \$64,964. Starting salary depending on qualifications. Comprehensive benefits package includes health insurance, dental insurance, pension plan, deferred compensation plan, flexible spending account, college savings plan, life and long-term disability insurance, paid holidays, vacation and sick leave, free parking, credit union membership, and more. See www.fallschurchva.gov for additional information.

To Apply: Send resume to City of Falls Church, HR Division, 300 Park Avenue, Falls Church, VA 22046 or hr@fallschurchva.gov

Reasonable Accommodation: During the selection process, applicants with disabilities may request reasonable accommodation with the agreement of the Human Resources Division. Requests should be directed to the Human Resources Division. The City of Falls Church does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, or disability.

All City Facilities Are Smoke Free

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