

# **NOTICE OF POSITION OPENING**

## **EXECUTIVE ADMINISTRATIVE ASSISTANT**

The Shreveport/Caddo Parish Metropolitan Planning Commission (MPC) is seeking to fill the position of Executive Administrative Assistant. The MPC is an independent agency enabled by Louisiana State statute to manage the orderly development of the City of Shreveport, Louisiana and up to five miles into the parish. The agency is governed by a nine member citizen board (MPC Board of Directors) comprised of appointees of the local governing bodies. The board delegates the authority for current and long range planning along with zoning enforcement operations to the Executive Director.

The MPC's fiscal agent is the City of Shreveport. Therefore, all of the accounting and budgetary functions of the agency are processed through the City. In addition, the MPC utilizes the same payroll, budgetary, and procurement systems that each city department utilizes in processing financial transactions.

The MPC Board meets on a monthly basis to make decisions and recommendations regarding overall MPC policy and land use. The seven member Zoning Board of Appeals (ZBA) is an additional board that meets monthly to decide cases regarding variances and administrative appeals. The MPC staff provides all of the administrative and clerical support for each board.

## **GENERAL DESCRIPTION**

The Executive Administrative Assistant position is primarily responsible for providing administrative support to the Executive Director and to manage the financial and personnel related transactions for the MPC. Agenda coordination, preparation of minutes and attendance at the MPC Board and ZBA public meetings is also required. This position will report directly to the Executive Director and works under moderate supervision with a high degree of latitude in order to exercise initiative and independent judgment. This position supervises a Management Assistant who will assist in performing daily financial and administrative related tasks for the agency.

## **EXAMPLES OF WORK PERFORMED**

- Performs skilled work in general clerical, financial and administrative support duties.
- Prepares all MPC and ZBA legal ads for publication.
- Prepares agendas for all public meetings for MPC Board and ZBA.
- Prepares MPC ordinances and reviews agenda packets for transmission to governing bodies (City Council and Parish Commission).
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions; which includes preparing MPC Board and ZBA minutes after attending public meetings.
- Conserves Executive Director's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.

- Maintains Executive Director's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Serves as official Time-Keeper for the agency as it relates to payroll records.
- Oversees the posting and processing of all payroll/personnel data records.
- Manages the preparation of agency payroll, petty cash, and Parish Commission quarterly reimbursements and payments.
- Serves as Purchasing and Fair Share liaison for the MPC.
- Responsible for complete and accurate recording of all accounts receivable.
- Keeps current with all approved policies, procedures and laws pertaining to personnel matters, financial matters and any training or certification that may be required.
- Maintains customer confidence and protects operations by keeping information confidential.
- Assist in the preparation of the annual budget, ordinance amendments and audit responses.
- Maintains all personnel forms, provides new-hire initiation information regarding life and health insurance, retirement benefits and maintains salary and job description information.
- Serves in the capacity of Fixed Assets Coordinator.
- Supervises and trains Management Assistant with the discretion of delegating various administrative, financial and personnel related tasks to said position as needed.
- Manages office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment techniques.
- Contributes to team effort by accomplishing related results as needed.
- Performs other duties as assigned by the Executive Director.

## **GENERAL QUALIFICATIONS**

### **Education and Experience**

The Executive Administrative Assistant requires a bachelor's degree in public or business administration or related field and two years of increasingly responsible administrative or management experience. Combinations of education and experience equivalent with the minimum requirement (in the required fields) may be considered at the discretion of the Executive Director. Must have strong communication and customer service skills as well as experience with accounting and human resource related issues. Experience working in a governmental entity is preferred.

### **Knowledge**

- Basic understanding of accounting processes and procedures.
- Sound knowledge budgeting processes.
- Sound knowledge of income and expenditure processes and procedures.
- General knowledge of personnel and labor laws related to the Human Resource Field

### **Skills and Abilities**

- Oral communication and interpersonal skills to explain rules and procedures clearly.
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Excellent keyboard and data entry skills
- Good numeracy and literacy skills
- Excellent administration and organizational skills
- Excellent general Information Technology skills
- Excellent knowledge of MS Office programs in particular Excel
- Excellent knowledge of designing spreadsheets
- Ability to maintain confidential information as appropriate
- Ability to prioritize and work to deadlines
- Ability to work under pressure
- Ability to work independently with initiative
- Ability to identify problems and develop solutions
- Emotional resilience in working with challenging behaviors

### **SALARY RANGE**

\$44,000 - \$54,000 annually

### **Benefits**

Health and dental insurance and a retirement plan are offered with a required nominal employee contribution.

### **DEADLINE AND FORM OF RESPONSE**

A letter of interest, resume, six professional references, and salary history will be accepted by e-mail or postal service until the COB on **Friday, June 30, 2017** as follows:

Attention:

#### **Mark W. Sweeney, AICP, Executive Director**

Shreveport/Caddo Parish MPC  
505 Travis Street, Suite 440  
Shreveport, LA 71101

Contact Person: Stephen Jean

Phone: (318) 673-6467

Fax: (318) 673-6461

[Stephen.Jean@shreveportla.gov](mailto:Stephen.Jean@shreveportla.gov)

**Please note:** If you do not receive a confirmation e-mail confirming receipt of your documentation within 24 hours of sending, please call the number provided.