



## **Executive Assistant Position Available at The City of Jarrell**

The City of Jarrell is seeking applications for an Executive Assistant to provide assistance in a variety of tasks involving diverse projects for the city. There will include data gathering, synopsis of various written documents and the establishing measurement tools on certain capital items which may be subject to repair/replacement. This position will provide high-level administrative support by conducting research, preparing statistical reports, and handling information requests, as well as performing routine administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

### **Experience and Education**

- Bachelor's Degree in any field that requires critical thinking, organizational and time management skills or equivalent experience.
- Must have or obtain a Basic Texas Purchaser Course certifications within 6 months of hire.
- Must be able to pass a background check and be bondable.

### **Additional Desirable Skills:**

- Knowledge of MS Excel
- Knowledge of market research
- Good understanding of supply chain procedures
- Work experience as a purchasing assistant
- Work experience as a I.T. Help Desk assistant

### **Job Responsibilities:**

Performs City purchasing and contract administration functions to procure the most cost-effective supplies, materials, equipment, and services from qualified vendors as per specifications received from City staff. Assures procurement activities are in compliance with Federal, State, and City rules and regulations.

- Provide administrative support to purchasing functions.
  - Research potential vendors
  - Track Orders and ensure timely delivery when directed
  - Ensure that city purchases are compliant with State and local purchasing laws while securing the best value for the City when directed.
  - Evaluate offers from vendors and negotiate prices when directed.
  - Coordinates with staff to determine purchasing needs
  - Prepare cost analysis when directed.
  - Researches and recommends favorable options to promote procurement of various goods and services when directed.
  - Track non-CIP recurring contracts, e.g., terms and conditions: renewals, etc.
  - Assist with coordination of the disposal of surplus City property, equipment and supplies by means of auction and/or competitive bids.
  - Works closely with City staff to ensure budget adherence



*City of Jarrell*

161 Town Center Blvd

Jarrell, TX 76537

512-746-4593

[www.cityofjarrell.com](http://www.cityofjarrell.com)

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- ERP System Help Desk
  - Write training manuals to standardize City staff administrative interface with ERP system
  - Train computer users on computer systems related to job content.
  - Gain feedback from staff about computer usage.
  - Serves as a liaison between the City the Vendor for the ERP and the City's IT department
  - Creates and maintains documentation on the usability and maintenance of the system
- Coordination of community outreach programs.
  - Coordinate all Police community outreach programs i.e. Coffee with a Cop, National Night Out, Jarrell Business Watch, etc.
  - Coordinate and provide guidance for the work of volunteers for all community outreach programs i.e. Precinct 3 Mentors, JISD Mentors, Neighborhood Watch, etc.
- Oversight of Compliance
  - Coordinate all compliance requirements for The City of Jarrell according to State Law i.e. CDBG grant management, national funding documentation, Lexipol, Agency Accreditation, digital evidence etc.
- City Fleet/Asset Management
  - Vehicle maintenance and repairs cost and frequency tracking, identifying issues and researching solutions.
  - Installation of all vehicle-related equipment.
  - Track, monitor and maintain records of city capital equipment, identify issues and research solutions as directed by City Manager
- Any other tasks as may be assigned by City Manager.

**Salary/Benefits:** The pay range is \$16.06 per hour to \$32.12 per hour; and will depend upon experience and qualifications of the successful candidate. The City offers Medical, Life Insurance, 401K Retirement plan, Paid Time Off and 11 Holidays during the calendar year. Paid training and growth advancement opportunities are available.

Please see [www.cityofjarrell.com](http://www.cityofjarrell.com) for an Application for Employment and return to Jarrell City Hall, 161 Town Center Blvd., Jarrell Texas 76537, ATTN: Dianne Peace in person, by mail or email to Dianne Peace, City Secretary at [d.peace@cityofjarrell.com](mailto:d.peace@cityofjarrell.com)

**Open until filled.** For any questions, please contact Dianne Peace at (512) 746-4593, ext. 121.