



CITY of EL PASO

EMPLOYEES RETIREMENT TRUST

Retirement Trust Staff

Robert Ash, M.B.A., J.D.
Pension Administrator & Legal Advisor

Pete Delgado, M.B.A.
Deputy Pension Administrator

Alma R. Duenas
Benefits/Budget Specialist

Esmeralda Aguirre
Benefits Technician

Pauline Castillo
Benefits Technician

David Garcia
Pension Payroll & A/P Specialist

Karina Chavez
Retiree Coordinator/Data Entry Clerk

JOB ANNOUNCEMENT

This is **not** a Civil Service Position

Position: **Administrative Assistant**
Salary Range: \$35,170 - \$63,306
Hiring Range: \$35,170 - \$42,204 Dependent on Qualifications

Salary: July 5, 2018 – July 19, 2018

Filing Period: Resumes may be filed in person or mailed to the Administrator of the Retirement Trust, 400 W. San Antonio Ave., Suite B, El Paso, TX 79901. All resumes must be received before the close of business on July 19, 2018. However, the Board reserves the right to extend the deadline to submit resumes. Applicants with college or university degrees are requested to attach a transcript with the resume. Official transcripts will be asked for during final interviews. Please include salary expectation with resume.

Hiring Process: The administrative staff will evaluate applicants and resumes. Interviews may be scheduled for some but not all candidates. The successful applicant will become a contract employee of the Board of Trustees of City of El Paso Employees Retirement Trust and inure to only the benefits available to such employees. The successful candidate will be required to comply with all of the Trusts Personnel Rules and Regulations as may be amended. A copy of the Trusts Personnel Rules and Regulations is available in the office of the City of El Paso Employees Retirement Trust. The successful candidate will be required to pass a background check.



CITY of EL PASO

EMPLOYEES RETIREMENT TRUST

The role of the City of El Paso Employees Retirement Trust is to provide secure retirement benefits, quality information concerning those benefits, and prompt professional and courteous service that meets the highest standards of excellence. In carrying out that role, the Board of Trustees and staff are committed to act for the exclusive benefit of the Trust and its participants, manage assets of the Trust prudently, and administer benefits with impartiality.

POSITION DESCRIPTION

Administrative Assistant

JOB DESCRIPTION

Summary

The Administrative Assistant, reporting to the Administrator of the Trust, provides high-level administrative support to executive staff, as well as handling information requests and performing clerical functions; such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings for executive staff.

Essential Functions

- Provide various office services for the executive team and staff
- Perform a wide range of administrative and general support duties of a highly responsible and confidential nature
- Work accurately and productively with competing priorities and tight time constraints
- Develop and maintain a professional network with all Investment Fund Managers
- Prioritize work demands with good judgment, handle matters expeditiously, proactively, and oversee projects to successful completion
- Provide exceptional customer service; welcome guests, city participants, and retirees and direct them to the proper section
- Answer phones promptly and use good judgment when transferring calls
- Able to respond efficiently to inquiries sent to the Retirement Trust by phone or email
- Performs general clerical duties to include but not limited to: photocopying, scanning, faxing, mail distribution, filing, maintaining sign-in log, and setting up meetings
- Manage and prioritize internal and external communications including: emails, conference calls, WebEx meetings, meeting agendas, and other methods of communication
- Able to organize and arrange committee meetings, maintain boardroom schedule, and assist with monthly agendas
- Organize and arrange meetings with City Management and Trust Representatives
- Set up meetings with the proper equipment, supplies, presentation books, and meals when needed
- Be familiar with retirement forms and documents to assist retirees and city participants as needed
- Create and modify documents using Microsoft Office
- Deliver to and collect mail and other documents from City Hall as assigned
- Monitor lobby restrooms for cleanliness

Essential Functions Cont.

- Present to new participants at the New Employee Orientation
- Special Projects as assigned
- Performs all other related duties as assigned

MINIMUM REQUIREMENTS/QUALIFICATIONS

- Bachelor's Degree or High School diploma with 5+ years of relevant experience or equivalent will be considered
- Bilingual English/Spanish is preferred
- Requires strong communication skills, both verbal and written, organizational skills, problem solving skills, and attention to detail
- Exceptional customer service skills, over the phone and in person, with retirees, participants, and Trust employees
- Excellent interpersonal skills and the ability to work well with all levels of management and staff
- Ability to work independently and in a team environment
- Strategic thinker and planner
- Must be computer proficient in Microsoft Office products to include Excel, Outlook, Word, and PowerPoint
- Ability to manage multiple tasks and achieve deadlines under pressure
- Ability to interpret and understand city and retirement rules and policies
- The ability to work with and handle confidential documents
- Excellent time management skills and the ability to prioritize work
- Good knowledge of business arithmetic
- Strong administrative skills
- Ability to use technological equipment needed for meetings and presentations
- Schedule flexibility as overtime may be required with little or no notice
- Occasional travel may be needed
- Daily transportation, active driver's license, and active auto insurance

ADDITIONAL KNOWLEDGE AND STRENGTHS

- 7+ years of administrative support experience in a similar environment is preferred
- Business degree or business vocational school education is desired
- Knowledge of Board and City governance practices is a plus
- Specific knowledge of the Retirement Trust plan documents and polices necessary for the administration of the Trust is a plus

NOTICE

In accordance with the Texas Public Information Act, information from your application and or resume may be subject to release to the public.

This is not a Civil Service Position. Successful applicant will be employed by the Board of Trustees of the City of El Paso Employees Retirement Trust as a contract employee. Any applicant currently employed by the City of El Paso will be required to terminate their current employment.