



# Management Assistant

ALVARADO, TEXAS

2021



# The City

The City of Alvarado is governed by a council/manager form of local government. Six non-partisan, at-large Council members serve staggered two-year terms. The Mayor is elected independently and serves a two-year term.

Alvarado possesses a solid foundation upon which to move forward. The budget is balanced, with an extremely healthy General Fund balance. The administrative team is professional, experienced, and well respected by the community.

# The Community

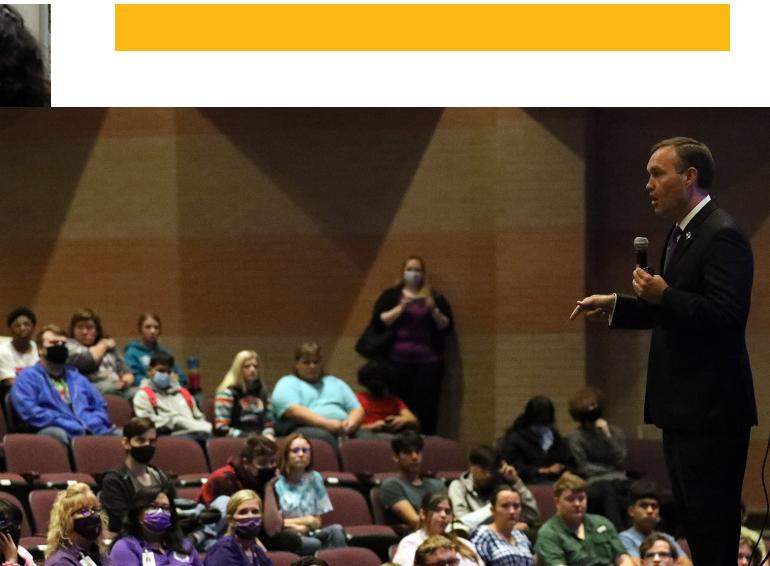
Located just miles away from the major metropolises of Ft. Worth and Dallas, Alvarado offers small-town living with access to big-city amenities. Eight parks provide plenty of opportunities for nature-loving citizens, the charming downtown offers a variety of small businesses and services, while Alvarado Youth Sports Association provides recreational sports opportunities for the youth.

# The Schools

Alvarado ISD was awarded the National Blue Ribbon Distinction in 2020. AISD employs over 400 staff members, across six campuses, which serve about 3,700 current students. There are 33 colleges within 50 miles of Alvarado enrolling a total of 285,646 students.

# Economic Growth

Alvarado's top industrial employers include Sabre Industries, Colorado River Concrete, Quikrete, Thompson Pipe Group, and Motor Home Specialist. Being positioned between I-35W & U.S. 67 gives Alvarado a dynamic position for economic development and growth. With multiple industries already established, thriving small businesses, and residential growth of 6,000+ homes planned, Alvarado is in a position to manage the coming growth in ways that benefit all of the City.



# The History

## Founded in 1854, Alvarado is Johnson County's earliest City.

The first Johnson County Pioneers and Old Settlers Reunion was held July 27-28, 1893, at Gathings Park northeast of Cleburne, with more than 2,000 people in attendance. The first pavilion, built in 1906, was later destroyed in a tornado, and the second one burned in 1965. It was replaced by a larger structure in 1966. Through the years, the reunion has grown to attract more than ten thousand participants to such events as carnivals; parades; queen, baby, and fiddle contests; and musical concerts. It has evolved into one of the area's most significant cultural institutions.



1941, JOHNSON COUNTY PIONEERS AND OLD SETTLERS REUNION. MR. AND MRS. M. T. CLOWDUS

## ALVARADO PROUDLY BOASTS MANY HISTORICAL MARKERS THROUGHOUT TOWN

- UNION BUILDING
- A.A. & SUSANNA HEAD HOMESTEAD
- OUTLAWS BENJAMIN BICKERSTAFF & JOSIAH THOMPSON
- NORMAN SPRINGS & GROVE
- EXELL & MCLEROY COTTON GIN
- MASONIC LODGE

TO VIEW THE FULL LIST: [WWW.ALVARADOHERITAGE.COM](http://WWW.ALVARADOHERITAGE.COM)



# Management Assistant

The ideal candidate will be an approachable and energetic public administrator who loves to take on complex challenges and provide high-quality service to a dynamic and thriving community. This is an exciting opportunity for someone who enjoys engaging with the community and working collaboratively with other City staff to carry out the strategic direction of the City Manager.

Join our team of dynamic, talented, and dedicated professionals. We work together, we love to serve the community, and we have fun at what we do!



## JOIN US TODAY!

### Essential Job Functions

- Acts as City Manager's Office coordinator for a variety of projects providing research, data analysis, resource acquisition and allocation to provide a central location for information related to the given subject including making presentations to Council, various boards, commissions and constituents; Reviews City Council packet prior to Council meetings; Collects and compiles regular updates to provide to Mayor and City Council;
- Complex research into various policies including but not limited to budget, financial, investment, and development related issues;
- Set up and maintain multiple social media outlets;
- Provide customer services; occasionally answer telephone and greet visitors; provide information and assistance; refer to appropriate personnel; take messages and make appointments;
- Process invoices, code to correct accounts, and maintain records of department expenditures;
- Complete correspondence and memoranda;
- Establish and maintain department files;
- Maintain calendars, schedule meetings, and make travel arrangements;
- Process incoming and outgoing mail;
- Copy, fax, and file documents; enter data into electronic databases;
- Maintain office supply inventory;
- Perform related duties.

## **Knowledge, Skills, & Abilities**

- Attention to detail - Performs tasks with care and is thorough. Checks work to ensure accuracy and completeness. Compares final work product to what is expected to find inconsistencies or errors. Remains aware and takes care of details that are easy to overlook or dismiss as insignificant.
- Strategic Thinking - Understands and applies fundamentals of business strategic management such as with metrics; develops strategies to achieve departmental or organizational goals; understands organization's strengths and weaknesses; identifies external threats and opportunities and adapts strategy to changing conditions.
- Must be self-motivated and have excellent time management skills;
- Ability to plan, organize files;
- Ability to prepare financial calculations, with charts and graphs;
- Ability to prepare reports;
- Ability to plan, prepare, and manage social media content;
- Ability to gather and organize data and maintain office records;
- Ability to interpret policies and agreements/contracts;
- Ability to establish and maintain effective working relationships with staff, the general public, citizens, and community groups;
- Must have excellent written and oral communication skills;
- Maintain office supply inventory for the department; and
- Must work well with the public and staff.



## **Minimum Qualifications**

- Associates degree in business, public administration, or a related field.
- Three (3) years of experience providing administrative or secretarial support.
- Proficient in the use of computer programs such as Word, Excel, and PowerPoint.
- Possession of or ability to readily obtain a valid Class "C" Driver's License issued by the State of Texas.
- A combination of education, training, and experience providing the required knowledge, skills, and abilities may be considered.



## **Preferred Qualifications**

- Three (3) to five (5) years experience preferably in a municipal setting.

## Compensation & Benefits

- SALARY STARTING AT \$38,000 - \$45,000 DOQ
- 2:1 TMRS RETIREMENT MATCH
- CITY PARTICIPATES IN SOCIAL SECURITY
- HEALTH, DENTAL, VISION INSURANCE
- OPTIONAL 457 DEFERRED COMPENSATION PLAN TERM
- TERM AND SUPPLEMENTAL LIFE INSURANCE
- VEHICLE ALLOWANCE – VEHICLE PROVIDED
- GENEROUS VACATION AND SICK LEAVE

IF YOU ARE INTERESTED IN APPLYING FOR THIS POSITION, PLEASE COMPLETE AN APPLICATION [HERE](#)

### QUESTIONS?

CONTACT HUMAN RESOURCES AT

**HUMAN RESOURCES@CITYOFALVARADO.ORG OR 817-790-3351**

# Resources

- [WWW.CITYOFALVARADO.ORG](http://WWW.CITYOFALVARADO.ORG)
- [WWW.FACEBOOK.COM/CITYOFALVARADO](http://WWW.FACEBOOK.COM/CITYOFALVARADO)
- [WWW.ALVARADOISD.NET](http://WWW.ALVARADOISD.NET)



