



TOWN OF COLLIERVILLE POSITION VACANCY

OPEN TO: General Public

TITLE: Administrative Specialist, Senior

LOCATION: General Services

OPENING DATE: August 15, 2024

CLOSING DATE: Until filled

JOB NUMBER: JN24-62GS

CLASS CODE: 9055

SALARY: \$39,686 – \$51,592 annually (DOQ) with *excellent benefits package*

FLSA STATUS: Non-exempt

PRIMARY FUNCTION: The purpose of this classification is to perform specialized administrative work, coordinate administrative activities, and process information/documentation relating to an assigned department/division. Enter Budget data and adjustments into financial accounting software and reconciles differences, reviews data and information for accuracy and makes corrections when necessary. Maintains accurate records for all transactions affecting budget preparation. Obtain quotes, issues purchase orders through procurement software, and expedites orders. Responsible for processing and/or reviewing payroll for accuracy, maintains employee database regarding overtime. Maintain office supplies inventory. Makes travel arrangements for staff. Plans, organizes, and coordinates special department events.

QUALIFICATIONS: High school diploma or GED; supplemented by three (3) years previous experience and/or training involving office administration, secretarial work, basic bookkeeping, customer service, record management, data entry, personal computer operations, and experience in area of assignment; typing speed at an acceptable level to the Department; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES: Valid Motor Vehicle Operators License is required at time of hire

SPECIAL REQUISITES: MS Word and Excel Proficiency

NOTES: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR TESTING OR INTERVIEWS.

APPLY: Download an application at www.colliervilletn.gov or visit the Human Resources office at 500 Poplar View Parkway, Collierville TN 38017 to pick up a physical application.

NOTES: Please submit a new application each time you apply for a Town job. Pursuant to Tennessee open records law, applications and resumes are subject to disclosure.

THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING. MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORK PLACE.