



# City of Austin Police Retirement System

Issued 4/24/2019

## **JOB POSTING ADMINISTRATIVE ASSISTANT/OFFICE MANAGER**

### **EMPLOYER DESCRIPTION**

*The Austin Police Retirement System (APRS) is one of three separate retirement systems sponsored and supported by the City of Austin for its employees. However, APRS is a separate legal entity established by state law.*

*Our APRS mission is "To serve the APRS membership and protect the retirement benefits for the past, present and future members of the System". Our service covers approximately 1900 active City of Austin police officers, and we administer benefits for approximately 900 annuitants. We consider this public service employment to be very rewarding and gratifying.*

*System governance is conducted by an 11-member Board of Trustees chosen from both active and retired members, City officials and citizens of the City. The Board meets monthly and its primary point of contact is the Executive Director, whose duties specified in the Board's Bylaws are as the CEO.*

*The System office includes a small staff of currently six people. Compensation and benefits are strongly competitive, as are sick and vacation leave allowances. System employees enjoy the health care and insurance benefits provided by the City of Austin for all of its employees. System staff are members of APRS and enjoy retirement benefits like other members. Staff office hours are the traditional business hours of 8:00-5:00, Monday through Friday. Overtime and weekend work is not part of staff requirements and not necessary. We support and promote a healthy life/work balance.*

*For more information, please visit our web site: [www.ausprs.org](http://www.ausprs.org)*

### **POSITION REPORTS TO EXECUTIVE DIRECTOR**

### **SUMMARY**

The Office Manager is responsible for day-to-day operational duties to effectively maintain the System office, including: handling first line of communication; coordination of infrastructure such as phone and technology services, possibly including Web site management; office supplies and equipment management; Trustee/ED education and travel arrangements; assisting with Board meeting materials; and assisting bill pay and reconciliation duties.

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**TYPICAL DUTIES**

1. Maintain the front desk and provide the first point of contact for callers and visitors.
2. Maintain effective utilization of System office equipment, supplies, and services, including: phones, copier, technology services, Web site, office supplies, incoming and outgoing mail.
3. Register and make travel arrangements for Trustees and the Executive Director.
4. Assist the Executive Director in preparation of Board meeting materials.
5. May assist the Executive Director with records retention.
6. Coordinate accurate and updated contact lists for Trustees, staff, System vendors and asset managers.
7. May assist the Finance Manager with reconciliation of bill payments related to office management.
8. Perform other duties as needed or assigned by the Executive Director.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to establish and maintain effective working relationships with co-workers, members of the retirement system, the general public, and vendors providing services to the System office.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of standard office practices and procedures.
- Ability to operate a desktop computer and typical office software, including Microsoft Word and Excel, as well as basic office equipment.
- Ability to compile, read, and analyze data and statistics.
- Ability to conduct research and analysis for the improvement of office administration.

**EDUCATION AND EXPERIENCE**

Bachelor's degree preferred plus five years of experience; or an equivalent combination of education and experience that provides the required knowledge, skills, and abilities as deemed appropriate by the Executive Director.

**HOW TO APPLY**

Please submit your resume via email directly to Pattie Featherston, APRS Executive Director, at: [pfeatherston@ausprs.org](mailto:pfeatherston@ausprs.org). Part-time, job share, and/or temporary employment may be considered. Please indicate what level of commitment you are seeking.