



City of Goodyear

Administrative Assistant-Temporary (Real Estate)

SALARY	\$25.23 - \$37.46 Hourly	LOCATION	Goodyear, AZ
JOB TYPE	Temporary	JOB NUMBER	FY2600537
DIVISION	ENG -Engineering	DEPARTMENT	Engineering
OPENING DATE	08/26/2025	CLOSING DATE	9/2/2025 5:00 PM Arizona
FLSA	Non-Exempt		

Job Description Summary

Provides a high level of secretarial and administrative support. Manages projects, planning processes and provides information and assistance as requested. Answers telephones, processes mail, provides customer assistance, and researches information. Manages records and various department accounting functions. Although this position may share many of the same types of duties as a Staff Assistant, the Administrative Assistant level is distinguished by the performance of administrative support work that has greater variety, complexity, sensitivity, exposure, and autonomy.

The ideal candidate will bring at least three years of administrative expertise and specialized knowledge related to real estate, ideally in a government agency. They must demonstrate the ability to deliver high-level secretarial and administrative support. This individual must be capable of handling a broad range of responsibilities, including managing telephone inquiries, calendars, meeting scheduling, correspondence and maintaining both physical and electronic filing systems. Additional duties include processing mail, maintaining records, overseeing various accounting functions, and providing timely research information and assistance.

The candidate should demonstrate high-level proficiency in Microsoft Office Suite (Word, Excel, Outlook), document management systems (i.e. SharePoint), and other relevant software applications. They should be familiar with real estate processes and documentation, including land acquisition, dedications, title report reviews, appraisals and legal documents such as deeds, legal descriptions, purchase agreements, permanent and temporary easements.

The ideal candidate will have advanced experience tracking and organizing documents, acquisition files and legal records. They will be required to set up and close out files as well as maintain and update spreadsheets and databases for project tracking and reporting. Strong written and verbal communication skills are essential for collaboration with the real estate team, internal departments, property owners, and contractors. The candidate must also be skilled in preparing memos, correspondence, reports and meeting minutes.

The successful candidate will possess strong attention to detail and accuracy and be able to manage multiple priorities in a fast paced, deadline-driven environment. They should bring proactive mindset, with the willingness to learn and adapt to evolving processes and departmental changes. This individual should actively participate in continuous improvement initiatives that enhance efficiency, streamline workflows, and drive meaningful change within the department and organization. They should demonstrate initiative by identifying opportunities for improvement, taking proactive steps to solve problems, and contributing innovative ideas that support operational success. A strong sense of ownership and a commitment to fostering a culture of innovation and excellence are key attributes.

At the City of Goodyear, you will be a part of an organization that values its employees as its greatest asset. You will become part of a dedicated team of professionals that are committed to build and maintain a highly engaged workforce. You will be challenged to learn and grow in an environment that values employee development and career-building. You will thrive in a culture of innovation. We believe that successful employees are those that possess these six core values:

Integrity - Initiative - Empathy - Optimism - Innovation, and Adaptability

EXAMINATION PROCESS

Only a limited number of the most qualified applicants meeting the City's requirements will be invited for an interview. The examination process for this position may consist of a panel interview and assessment. **All communication regarding application status and interview notifications will be sent via email- please monitor your junk/spam email for communication as it will come from a system generated source.**

Essential Functions

- Plans, coordinates, and schedules meetings, and business travel arrangements. Performs a variety of administrative duties, such as planning and scheduling meetings, coordinating business travel, managing the calendars of assigned staff, taking and recording minutes at meetings, preparing meeting agendas, responding to requests for information, processing incoming and outgoing mail, drafting of letters and memoranda, maintaining a follow-up system, gathering information and data for department staff such as, coordinating departmental field trips and business travel, preparing monthly status reports, processing invoices, ordering supplies, reconciling monthly credit card statements, managing, updating, and tracking business contracts, budget preparation, and managing the Departments website.

- Serves on City teams as assigned by attending meetings, performing assigned tasks, and working in cooperation with other City employees for a common goal.
- Assists department with records management (may serve as Records Control Officer), report preparation, special projects and activities, CARs, presentations, operational and strategic plans, and customer requests for information. Assists management staff with follow up on work assignments within the department.
- Assists with the preparation of personnel actions including new hires, promotions, terminations, transfers, and coordinates the recruitment process with Human Resources. Enters bi-weekly timesheets into HTE for payroll processing.
- Performs general financial and accounting procedures for the entire Department by reconciling Department staff monthly procurement card purchases, coordinating and centralizing the purchase of Department supplies, initiating purchase requests within the purchasing system, and receipting goods and services within the purchasing system.
- Develops, edits, or compiles various department reports such as the weekly activity report, monthly City Manager's report, monthly project status report, annual strategic plan, etc.; analyzes statistical data and generates standard reports.
- Provides support to others within the department as necessary.

Requirements

- **Formal Education/Knowledge:** Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, and technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
- **Experience:** Minimum two years experience in a related field.
- **Certifications and Other Requirements:** Valid Driver's License.
- **Reading:** Work requires the ability to read and comprehend budget instructions, reports, strategic planning documents, correspondence, software manuals, management books, trade journals and policies.
- **Math:** Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division.
- **Writing:** Work requires the ability to write memoranda, correspondence, reports and produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- **Managerial:** Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.
- **Policy/Decision Making:** Moderate - The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. Work involving discretion is typically reviewed before finalized.
- **Technical Skills:** Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities.
- **Interpersonal/Human Relations Skills:** Moderate - Interactions may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

12 Month Objectives

First Month Objectives:

1. Attend Goodyear Employee Orientation (GEO) and complete all associated assignments, trainings, and meetings within the first 30 days.
2. Read and review (sign where required) City policies and schedule a meeting with your supervisor to discuss any questions.
3. Review and understand City Core Values and how they relate to your role.
4. Complete the Gallup Strength's Assessment and review with your supervisor.
5. Complete hands-on training for all relevant internal software applications.
6. Access and explore the Engineering SharePoint site to understand document storage, workflows, and collaboration tools.
7. Review existing standard operating procedures (SOP's) or job aids related to administrative tasks.
8. Begin entering requisitions and processing invoices under supervision.
9. Begin handling department phone calls and emails under supervision while assisting with mail processing, meeting scheduling, and office supply ordering.

First 3 Month Objectives:

1. Independently enter requisitions and process invoices with minimal supervision, reviewing entries for accuracy.
2. Upload and organize documents within the Engineering SharePoint and understand access, document retrieval, and version control.
3. Draft at least one SOP's for a recurring administrative task (e.g., processing requisitions, scheduling meetings). Review the draft SOP's with designated team member for feedback.
4. Assist in coordinating travel authorizations with proper documentation and the fulfillment of public records requests as needed.
5. Identify and suggest at least one process improvement related to administrative functions.
6. Assist in the development of standardized templates for correspondence, reports, and internal documents.

First 6 Month Objectives:

1. Develop a tracking system for requisitions and invoices using Excel or SharePoint.
2. Maintain an organized document management system in SharePoint.
3. Continue drafting SOP's for administrative tasks. Review the draft SOP's with designated team member for feedback.
4. Assist in coordinating department meetings, events, and the City table for conferences including: Researching and proposing theme ideas, planning table setup and logistics, coordinating purchase of promotional materials and/or food, preparing and gathering marketing materials.

First 12 Month Objectives:

1. Lead an improvement initiative for better organization of Engineering SharePoint files and implement naming conventions and folder structures to enhance accessibility.
2. Lead or actively participate in at least one continuous improvement initiative that enhances efficiency within the department.
3. Develop and implement at least one new process to improve administrative workflows.

Employer

City of Goodyear

Address

1900 N. Civic Square

Goodyear, Arizona, 85395

Website

<http://www.goodyearaz.gov>

Administrative Assistant-Temporary (Real Estate) Supplemental Questionnaire

***QUESTION 1**

Do you have a valid Driver's license?

- Yes
 No

***QUESTION 2**

Describe your highest level of education completed.

- HSD
 .5 years education post HSD
 1 year education post HSD
 Associate's degree or above

***QUESTION 3**

How many years of relevant experience do you have as an administrative assistant?

- 0–1.5-years' experience
 2 years' experience
 2.5 years' experience
 3 years' + experience

***QUESTION 4**

Have you worked in a government agency or similar public-sector environment?

- Yes
 No

***QUESTION 5**

This role requires advanced knowledge of Microsoft Office Suite (Word, Excel, Outlook) and document management systems such as SharePoint. Please describe your level of proficiency in these tools.

- Beginner
 Intermediate
 Advanced

***QUESTION 6**

Describe your experience providing administrative support in a professional office setting. Include the types of responsibilities you managed (e.g., scheduling, correspondence, records management).

***QUESTION 7**

This position requires knowledge of real estate processes and documentation (e.g., land acquisitions, title reports, deeds, purchase agreements, easements). Please describe your experience working with real estate documents and processes.

* Required Question