



<b>Job Title:</b> Executive Assistant	<b>Department:</b> Administrative
<b>Reports to:</b> Executive Director	<b>Effective Date:</b> October 2, 2023

### Job Summary:

The Dallas Police & Fire Pension System is seeking an Executive Assistant to provide advanced administrative support to the Executive Director. In addition, the position is responsible for entering staff payroll for processing, maintaining records for the organization, handling open records requests, designing, formatting, and publishing the annual financial report, processing invoices for payment, and coordinating travel, education, and meetings. Work is performed under limited supervision with moderate latitude for initiative and independent judgment.

### Duties/Responsibilities:

- Provides high-level administrative support and assistance to the Executive Director, other assigned leadership staff, and the Board of Trustees.
- Process the bi-weekly staff payroll and maintain employee personnel files, leave, and payroll records.
- Responsible for DPFP's records management, retention schedule, offsite document storage, and the completeness of the Archive Drive on the network.
- Maintains the master policy and procedure documents and contract files.
- Ensures compliance with reporting obligations, including to the Texas State Pension Review Board (PRB) for various reports and the Minimum Educational Training (MET) program and the City of Dallas. Ensures the website has current, complete information.
- Arrange travel and accommodations for continuing education and meetings for Board members and staff, including processing expense reports.
- Compile Future Education & Business Related Travel list and other documents and reports for Board meetings.
- Monitor, maintain, and coordinate the completion of Open Records requests.
- Manages, reconciles, pays, and safeguards the DPFP Credit Cards and Business ExtrAA accounts.
- Primary contact for office-related matters, including ordering office supplies, paying invoices, and serving as the primary point of contact with office-related vendors.
- Assist in publishing and posting of Board meeting agendas and materials. Order catering and set up and on Board meeting days. Greet and assist the Board members, staff, members, and guests with any needs during the Board meeting.
- Drafts minute summary, certified agendas, and minutes. Prepares Minute Books for signature and post to DPFP's website.
- Design, format, and publish the Annual Comprehensive Financial Report in collaboration with the team.
- Compose and type routine correspondences. Design and format other collateral material.
- Organize and maintain the Central File room, file correspondence, and other records.
- Serves as the backup for the Board Operations Manager and Benefits Administrator.
- Performs other related duties as assigned.

### Required Skills/Abilities:

- Integrity, discretion, and respect for confidential information.
- Organizational, time management, and multitasking skills required.
- Follows through on commitments; is reliable, conscientious, and dependable.
- Extremely detail-oriented.
- Strong organizational and project management skills, including the ability to autonomously plan, prioritize, and execute multiple initiatives/deadlines and shift priorities as necessary.
- Knowledge of correct grammar, spelling, and punctuation.
- Ability to write clear, professional, and accurate letters and reports.
- Ability to communicate tactfully and courteously with members, staff, and others.
- Ability to assess and direct phone calls.
- Ability to understand and execute all relevant policies and procedures consistently, timely, and objectively.
- Strong analytical and problem-solving skills.
- Adaptive to daily demands and adjust priorities as directed by management.
- Experience with QuickBooks.
- Extremely proficient with Microsoft Office Suite or similar software and able to learn new or updated software.

### Education and Experience:

- Requires an associate degree or its equivalent.
- Four years of related experience preferred.

### Supervisory Responsibilities:

- None

### Work Environment:

- This is a full-time 40-hour-per-week non-exempt role with standard hours from 8 AM to 5 PM Monday - Friday at DPFP's office. (4100 Harry Hines Blvd. Ste. 100 Dallas, TX 75219)
- Prolonged periods of sitting at a desk and working on a computer.

### Salary and Benefits:

Salary will be commensurate with education and experience. Our benefits package includes retirement plans (mandatory Texas Municipal Retirement System cash balance defined benefit plan and voluntary 457 deferred compensation plan administered by Voya), health, dental, vision, life, short- and long-term disability insurance, long-term care, health savings account, flexible spending accounts, health reimbursement account, paid vacation, holidays, sick time, and free parking.

*Interested parties should email their resume to [resume@dpfp.org](mailto:resume@dpfp.org). Please include "Executive Assistant" in the subject line.*

*The Dallas Police & Fire Pension System provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*