



2000 Forest Ridge Drive, Bedford Texas 76021  
[www.bedfordtx.gov](http://www.bedfordtx.gov) (817) 952-2179

Open: January 7, 2015  
Close: When Filled

**JOB POSTING**  
**Administrative Coordinator – Human Resources**  
**Full Time**  
**Monthly Salary: \$3,098**

**JOB SUMMARY:**

Coordinates the administrative functions in the Human Resources division to include assisting various departments with staffing, maintaining citywide affirmative action plan records, preparing and distributing various management reports and serving as a backup to the Payroll/Benefits Administrator in the areas of benefits and payroll.

**MINIMUM QUALIFICATIONS:**

- An Associate's degree in a related area and/or two to four years of related administrative experience is required.
- Basic knowledge of the principles of employment practices and human resources practices and principles is preferred.
- Advanced oral and written communication skills.
- Advanced knowledge and skill in the use of Microsoft Excel and Word.
- A valid Texas Driver's License.
- Knowledge of AS400 HRIS system a plus.

**SKILLS AND EXPERIENCE:**

- Advanced skills in working with mathematical concepts such as fractions, percentages, ratios and proportions to practical situations.
- Ability to read, analyze and interpret financial reports.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to develop and maintain effective working relationships with other employees, vendors, outside agencies and the public.
- Must have the ability to multi-task and prioritize work assignments in a demanding environment.

**TO APPLY:**

Applications available online on City of Bedford web site ([www.bedfordtx.gov](http://www.bedfordtx.gov)) or at City Hall, 2000 Forest Ridge Drive, Building B, Bedford, TX 76021.

*The City of Bedford is an Equal Opportunity/ Affirmative Action Employer*