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| Job Title: Admin. Assistant I - Community Development Department | Reports to: Community & Business Development Director |
| Department: Community Development Department | Job Grade 100: Non-Exempt |
|  Approved: August 5, 2024  | Non-Safety Sensitive Position  |

**Position Summary**

This position provides administrative and secretarial support for designated staff members as directed. Independent judgment is required to plan, prioritize, and organize diversified workload. Recommends changes in office practices or procedures. Requires excellent oral and written communication with attention to detail. Coordinates closely with other city and county departments and community organizations whose missions promote community development and support local economic growth and diversification.

**Characteristics of a Successful Admin. Asst. Community Development**

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| * Positive outlook
* Motivated
* Outgoing
* Energetic
* Takes collaborative approach to executing projects and problem solving
* Is a self-starter who takes feedback well
* Flexible and adapts easily to new situations
* Takes pride in their work
 | * Keeps a focus on creating an exceptional service experience
* Easily builds rapport with others
* Detail oriented
* Honest
* Visionary
* Accountable for their actions
* Ability to troubleshoot and think through complex systems
* Handles sensitive information with care
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**Essential Job Functions**

* As directed by City Community Development Department, provides receptionist desk check in and coordinating calendar maintenance of the following City Community Development, County Economic Development, Tourism & Promotions and SBDC.
* As directed by City Community Development Department,provides administrative support to Community Development by maintaining business data management system files (bludot.io), processing program applications and tracking community development projects for preparing submission to City Finance Director and for compliance with record retention requirements of the City Auditor.
* As directed by City Community Development Department, produces, places and processes advertisements, promotional materials, and social media posts.
* As directed by City Community Development Department, manages the Long X Visitor Center building schedule/calendar.
* As directed by City Community Development Department, works with building tenants to support user experience of clients and visitors to the Long X Visitor Center building.
* As directed by City Community Development Department, participates in projects, programs and events as directed, which are sponsored by the Long X Development Team or participated in by the Long X Development Team.
* As directed by City Community Development Department, processes and prepares invoices to the City Auditor Department.
* As directed by City Community Development Department, maintains project files, creates and maintains program packets and materials.
* As directed by City Community Development Department, maintains digital forms on City website
* As directed by City Community Development Department, processes approved project funding requests of the Rough Rider Fund for the City Finance Department.
* As directed by City Community Development Department, provides back-up to other departments as needed.
* As directed by City Community Development Department, performs other duties of a similar nature as required.

**Requirements/Knowledge/Abilities**

* Excellent customer service techniques, communication skills and phone etiquette.
* Familiarity with City amenities, facilities, assets, collateral.
* Department specific terminology and applications.
1. Maintain accurate files and records.
2. Computers, various office equipment and related software applications.
3. High level of client confidentiality.
4. Exercised discretion and grace.
5. Must be willing to eager and willing to learn Meta, emerging digital marketing placement, bludot.io, and Placer.ai.
6. Efficiently perform tasks that are multiple and diverse with some interrelationship across processes.
7. Efficiently handles some unrelated functions. Work requires the direct application of a variety of procedures, policies, and/or precedents.

**Judgment/Decision Making**

* Performs tasks and duties under general supervision, using established policies and procedures and identifying innovation that drives efficiency.
* Occasional independent judgment is required to complete work assignments.
* Often makes recommendations to work procedures, policies, and practices.
* Refers unusual problems to supervisor.

**Relation to Others**

* Regular and substantial contact with others, usually involving discussion related to the interpretation of policies or rules. May handle sensitive or complex information.
* Shares information; resolves conflict through use of tact and diplomacy; exhibits a positive image and outlook when interacting with co-workers and/or the public.

**Education/Experience**

* Requires High School Diploma or General Equivalency Degree (G.E.D)
* Two years of administrative assistant experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
* Computer literacy and excellent proficiency with Microsoft Office
* A valid driver’s license or evidence of equivalent mobility is also required.

**Working Conditions/Physical Demands**

* This job is performed in a normal office environment, with a majority of time spent collecting and entering data for computer-generated reports and speaking to others.
* Activities must perform include fingering, grasping, talking, hearing/listening, seeing/observing and using repetitive motions.
* This job is rated for Sedentary Work, meaning that walking and standing are required only occasionally and the job involves sitting most of the time.
* Must be able to exert up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
* Some work-related travel and some event or program participation required.

*NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.*

*Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*All requirements are subject to modification to reasonably accommodate individuals with disabilities.*

*Requirements are representative of minimum levels of knowledge, skills, and experience required.  To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.*

*This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.  The City Administrator retains the discretion to add duties or change the duties of this position at any time.*