



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Administrative Assistant	LAST UPDATED:	04/10/2014
DEPARTMENT:	Economic Development Corporation	JOB CLASS:	28
REPORTS TO:	EDC Office Manager	FLSA Designation:	Non-Exempt

Summary: Under general supervision of the EDC Office Manager, the Administrative Assistant provides the Office Manager administrative and secretarial support including the scheduling of calendars, tracking and following up on projects, data entry, reviewing mail and referring to appropriate EDC staff to handle, organizing, coordinating and preparing for public and staff meetings, draft correspondence and resolving routine complaints and issues.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Opens office for regular business hours, 8:00 am to 5:00 pm, Monday through Friday, and some earlier morning hours when necessary.
- Greets guests and visitors and makes them feel welcome in EDC environment.
- Answers, screens, tracks and responds to routine calls and/or directs telephone calls to appropriate team members.
- Orders and maintains office and meetings supplies as needed.
- Completes monthly inventories of office, meeting/break room, and promotional/marketing supplies.
- Prepares and maintains inventory of marketing packets and materials throughout office, as directed.
- Processes mail for distribution on a daily basis.
- Assists with data entry and maintenance of updates to contact databases as directed.
- Assists in scheduling appointments, travel arrangements and meeting plans as directed including catering orders, meeting setups and cleanup, and completing office errands.
- Assists with establishing and maintaining office files and records as directed.
- Updates and maintains calendar of events, activities and meetings.
- Serves as the Suite Coordinator for coordination, scheduling, and assisting with ticket distribution for guest invitations and food and beverage arrangements for FEDC hospitality suites as directed by the Suites Administrator.
- Monitor FEDC hospitality suite food and beverage invoices.
- Prepare quarterly FEDC hospitality suite report.
- Conducts research activities and projects as assigned.
- Develops and maintains positive working relationships with vendors, customers, other agencies, City and EDC staff.
- Stock office common areas listed above, in addition to fridges and coffee areas.

Other Important Duties:

- May be REQUIRED to work some early morning hours, extended evening hours and weekends.
- Keeps office common areas organized in a professional manner.
- Provides backup support for other team members as needed.
- Travels to attend meetings, conferences and training.
- Performs other related duties as assigned.

- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of business administration and advanced secretarial practices and procedures.
- Knowledge of public relations and customer service practices and procedures.
- Knowledge of computers and related equipment, hardware and software applicable to area of assignment.
- Knowledge of research and report development of routine administrative issues including legal, financial and survey data.
- Knowledge of City management policies and procedures.
- Skill in effective oral and written communications.
- Skill in preparing, editing, and developing responses to politically sensitive or confidential correspondence.
- Skill in prioritizing, tracking, and managing projects, assignments and duties.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- Associates Degree in Business Administration, Public Administration or related field, **and** three (3) years advanced secretarial, public relations, political science, or related experience, one (1) year of which is in an administrative secretarial role; **or** equivalent combination of education and experience.
- May be required to have specialized certification depending on area of assignment.
- Must pass a pre-employment drug screen, criminal background investigation and motor vehicle records check.
- Must possess valid State of Texas Driver's License

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office setting.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to irate or angry individuals.
- May be subject to extended periods of mental concentration, research and analysis.
- May be subject to bending, reaching, kneeling and lifting such as retrieving or replacing files and records, and setting up for meetings and special events.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, cellular telephone, multi-line telephone and other standard office equipment.

Approved By:

Nancy Windham, EDC Vice-President

Nancy Windham, EDC Vice-President

04/25/2014

Date



Shannon Allyn, HR Generalist

04/24/2014

Date