

Administrative Assistant Economic Development Board (EDC) Community Development Board (CDC)

Purpose

To provide administrative support to EDC, CDC and Chamber Boards as well as maintain the Visitors Center,

Education and Experience

High school diploma or equivalent

Basic Skills

- **Active Learning** Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Reading Comprehension** Understanding written sentences and paragraphs in work related documents.
- **Speaking** Talking to others to convey information effectively.
- **Writing** Communicating effectively in writing as appropriate for the needs of the audience.

Technical Skills

- **Equipment Maintenance** Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- **Troubleshooting** Determining causes of operating errors and deciding what to do about it.

Resource Management Skills

- **Management of Financial Resources** and accounting for these expenditures.
- **Management of Material Resources** Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **Time Management** Managing one's own time.

Desktop Computer Skills

- **Spreadsheets** Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs.
- **Internet** Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches, hypertext references, and transfer protocols; and send and retrieve electronic mail (e-mail).
- **Word Processing** Using a computer application to type text, insert pictures, format, edit, print, save, and retrieve word processing documents.

Specific Duties

- Perform duties for the Whitewright Economic Development Corporation, the Whitewright Community Development Corporation, the Whitewright Area Chamber of Commerce and the Whitewright Visitor's Center.
- Maintain all records for the WEDC, WCDC and the Chamber of Commerce.
- Put together agenda's and minutes for all three organizations.
- Maintain all financial records for all three organizations.
- Put's together monthly and yearly reports for the boards.
- Book and maintain 111 W. Grand for rentals.
- Maintain office and sidewalks to be presentable for people coming to town.
- Gather materials and information to have on display for tourists.
- Perform the duties requested by all 3 boards
- Greet guests and provide them with information about our city.
- Prepare information for events and help coordinate events.
- Pick up mail from post office and city hall.

Physical requirements / work environment

- Bending/Stooping
- Twisting at the waist
- Squatting/Crouching
- Reaching above the shoulder
- Occasionally lifting and carrying up to 25 pounds.
- Work is typically performed in a standard office environment, but may include working in an outdoor environment, with the potential exposure to adverse weather conditions.
- Requires the observance of normal business hours, as well as frequently requiring the performance of necessary services outside normal business hours.
- Standing and sitting for long periods.
- Maintain presence during City Hall office hours.
- Verbal communication with public and officials.
- Ability and manual dexterity to use office equipment and computer systems including typing, input systems, monitors, email, word processing, management information systems, copiers, scanners, printers, paper products, writing devices, and other common office item

Disclaimers

The job description is:

- 1) Intended to describe the general nature and level of work being performed by employees assigned to this job title. It is not intended to be construed as an exhaustive list of all responsibilities, duties, skills and behaviors of employees in this job.
- 2) The City of Whitewright has the exclusive right to alter this job description at any time without notice.
- 3) Intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.

The City of Whitewright is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Whitewright will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I acknowledge that I have read and understand the job description and the job duty performances required for the City Secretary/Office Manager.

Employee Signature

Date

Mayor Signature

Date

DATE ISSUED: _____