
**CITY ADMINISTRATIVE ASSISTANT – CHAMBER OF COMMERCE
DIRECTOR**

Department: Community Development
Reports To: Director of Community Development

Position Summary

Under the supervision of the director of community development, the city administrative assistant/director of the Garnett Area Chamber of Commerce provides high-level administrative support to the tourism department for the City of Garnett, and to the Garnett Area Chamber of Commerce office by conducting research, organizing statistical reports, handling information requests, promoting tourism and community development and business enhancement initiatives, clerical functions such as preparing correspondence, receiving visitor inquiries, and scheduling meetings, preparing agendas.

As a city administrative assistant/director of the Garnett Area Chamber of Commerce, the employee in this position assists the director of community development and the chamber of commerce with various projects and reports and is frequently expected to act independently in performing daily assignments. This employee is given detailed instruction only when assignments vary from established procedures, and handles important and confidential documents and correspondence.

As the city administrative assistant, this employee creates and distributes advertisements, announcements and news releases for the city, including a quarterly newsletter "Town Talk". This employee also develops, operates and controls the content of the government access channel and city sponsored websites and social media channels. As a part of community development, this administrative assistant serves as a city staff liaison and contact person for tourism, working with the Garnett Tourism Advisory Committee, state and local agencies and area media to establish an environment where tourism can flourish.

As a shared employee with the Garnett Area Chamber of Commerce under the supervision of the Chamber Board of Directors, the administrative assistant serves the Garnett Area Chamber of Commerce as their director, providing administrative and clerical support with emphasis on membership recruitment and retention, maintaining operational systems, organization of the office, and managing and processing productivity files. Key areas also include reception duties, bookkeeping, and special projects as assigned. The person in this position will assist the board of directors in achieving the goals of the Garnett Area Chamber of Commerce, as well as follow established policy and procedures. The preferred candidate for this position is an individual who is seeking to grow with the chamber and not just seeking a job.

The administrative assistant/director of the Garnett Area Chamber of Commerce is responsible for a variety of administrative and clerical duties to help maintain a well organized and efficient working environment, while keeping the lines of communication between the city, the chamber and the community open.

Examples of Work As City Administrative Assistant

- * Assists community development director with a variety of reports, research and surveys, grants, and helps in the preparation of reports and agendas in a timely manner on behalf of the departments within the realm of community development;
- * Handles and/or directs citizen inquiries, requests, problems and complaints for the community development director;
- * Assists the community development director whenever necessary by scribing minutes of meetings or hearings, such as board or committee meetings, or nuisance complaint hearings;
- * Develops and coordinates promotional advertising, flyers, brochures and news articles, connecting with area newspapers, radio and other media;
- * Schedules and prepares content for city's government access channel and keeps information up to date;
- * Maintains city, economic development and tourism website and social media content;
- * Promotes tourism and represents the city at tourism meetings and conferences;
- * Utilizes information obtained from city departments, commission and committees and develops and distributes the quarterly newsletter, "Town Talk";
- * Other related duties as deemed necessary.

Examples of Work As Director of Garnett Area Chamber of Commerce

- * Assist Board of Directors in coordinating the annual banquet, fundraisers, etc.
- * Update and maintain office systems, including hard copy and electronic filing, databases, inventory management, shared calendars, etc.;
- * Organize and track information, procedures, task list, calendar, deadlines, archives, etc., in a streamlined, coherent and efficient manner;
- * Draft and prepare documents, including templates, letters, reports, meeting records, etc.;
- * Develop, monitor, and maintain inventory system of office supplies, member plaques, promotional gifts, etc.;
- * Process all mailing;
- * Maintain accurate and up-to-date contact records in member and non-member databases and mailing list categories to ensure streamlined marketing and communications;

- * Prepare bookkeeping and cashier duties, such as entering bills, creating invoices, logging petty cash used, etc.;
- * Will make weekly deposits to the bank, if needed.;
- * Coordinate member-centered mixers, seminars, workshops and other activities;
- * Coordinate chamber meetings, such as sending meeting notices, assembling meeting packets and working with board president on agenda. Secretary, treasurer, and committee chairs will provide their own reports;
- * Attend all chamber board of directors meetings;
- * Assist with website development and updates, with focus on member and calendar sections;
- * Assemble and maintain up-to-date supply of brochures;
- * Serve as contributing writer for printed and online publications;
- * Receptionist duties that include answering and routing phone calls, greeting visitors, fielding inquiries, distributing promotional and informational collateral, referring contacts, etc.;
- * Be knowledgeable about the chamber and all the chamber functions;
- * Maintain cleanliness and appearance of the chamber office;
- * Exhibit a professional, positive, and efficient attitude at all times with staff, members, and visitors;
- * Attend chamber functions as needed, including some nights and weekends;
- * Other duties as assigned.

Please note: Time off and requests to attend meetings and conferences to be approved in advance by both the board president of the Garnett Area Chamber of Commerce, as well as city staff representative. Coverage hours will be with furnished by ambassadors or board members. Office hours: 8 a.m. to 5 p.m. The employee in this position will adhere to city employee policies and procedures.

City Administrative Assistant – Director of Garnett Area Chamber of Commerce Position Requirements

Experience: More than three years of secretarial and financial experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year in the position.

Education: High school diploma required, college degree in related business or public relations, or equivalent training and experience.

Skills: Technical abilities expected include organizational skills, comprehension of management principles involved in strategic planning, resource allocation and coordination of people and resources.

The administrative and clerical procedures and knowledge of computer systems and applications, such as word processing, managing files and records, designing forms and spreadsheets, and other office and accounting procedures. The ability to operate a computer, typewriter, calculator, copier, fax machine and other related office equipment. Proficient in Microsoft Office. Experience with web design and social media applications helpful. Knowledge of city and state ordinances. Communicates proficiently in writing and when talking to others conveys information effectively. Managing one's own time efficiently.

Problem Solving: Limited problem solving exists in relation to daily performance of job assignments. Problem solving includes handling citizen complaints and assisting others with clerical tasks.

Decision-Making: Limited decision making regarding the proper performance of assigned tasks. Decisions involve determining the correct department to channel public complaints and inquiries and setting priorities on assignments.

Accountability: Employee is not responsible for budgetary control of the department, and does not participate in the annual department budget process.

Supervision: Limited supervision is provided and decisions are always reviewed by the community development director or city manager. and the president of the chamber of commerce board of directors. Employee has no supervisory responsibilities over subordinate personnel.

Personal Relations: Continual contact with other departments and the general public.

Working Conditions: No adverse working conditions exist in this position.