Department:	**Chief Administrative Officer's Office**
Job Title:	**Administrative Assistant**
Reporting to:	**Director of Administrative Operations**
FLSA Status:	Non-Exempt
Date Prepared:	October 1, 2024

Job Summary:

The Administrative Assistant provides a wide variety of support to the Director of Administrative Operations in support of the department's day-to-day operations. This position will facilitate and manage functions including daily administrative tasks relating to community development, legal affairs, grant writing and management, and parks and recreation.

Essential Duties and Responsibilities:

- Supports the Director of Administrative Operations in day-to-day administrative tasks, maintains calendar, greets visitors, screens phone calls and maintains files.
- Assist in organizing community meetings and events, coordinate and maintain communication with community stakeholders.
- Support the Director in managing legal documentation, correspondence, and case files.
- Assist in identifying potential funding sources, including federal, state, and local grants.
- Support the development, writing, and submission of grant proposals.
- Monitor grant project progress and compliance with grant terms and reporting requirements.
- Track deadlines for grant reporting and ensure timely submissions.
- Assist Director with the planning, coordination, and management of parks and recreation programs.
- Coordinate with parks staff to ensure alignment with community development goals.
- Help Director develop marketing and communication strategies for parks and recreation events and programs.
- Completes special projects and assignments given by Director of Operations.
- Performs other duties as assigned.

The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.

Education and Experience Requirements:

- High school diploma or equivalent required; some college coursework in written composition, business math or other related business classes preferred.
- Minimum 2 years of administrative support experience required, preferably supporting a Department Manager or Executive.
- Prior experience utilizing Microsoft Office software to prepare correspondence, develop reports, utilize spreadsheets and create presentations preferred.

Knowledge/Skills/Abilities:

- Customer Service – able to personally provide high level of interactive service to targeted customer base/market, building relationships and acting as internal company advocate.
- Team Orientation & Interpersonal – highly motivated, passionate and creative team-player with ability to develop and maintain collaborative relationships with all levels within, and external to, the organization.

- Communication – able to effectively and persuasively express self verbally and in writing, using correct language and grammar in a professional, diplomatic and tactful manner.
- Organization & Time Management – able to work independently with minimal supervision, planning, scheduling and organizing professional schedule to complete actions within established deadlines, handling multiple priorities with strong attention to detail.
- Systems & Software – proficient knowledge of Microsoft Office software applications.

Skill Requirements: (X = Required for job)			
X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software (specified above)	X	Written communication
X	Retrieve and compile information	X	Public speaking/group presentations
X	Maintain records/logs	X	Research, analyze and interpret information
X	Verify data and information	X	Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks		Leadership and supervisory, managing people
X	Operate office equipment	X	Basic mathematical concepts (e.g. add, subtract)
	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
Physical Requirements: (X = Required for job)			
X	Sitting for extended periods	X	Lifting/carrying up to 20 pounds various items
	Standing for extended periods		Lifting/carrying more than 20 pounds various items
X	Extended periods viewing computer screen	X	Repetitive Motions
X	Walking		Pushing/Pulling
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing		Writing
	Other (List):		Other (List):
Hazards: (X = Required for job)			
X	Normal office environment	X	Electrical current
	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts
	Outdoor work environment, exposed to weather conditions		

Employee Acknowledgement:
I have reviewed and understand the requirements stated in this Job Description.

Employee's Signature	Date