

TRAVERSE CITY DOWNTOWN DEVELOPMENT AUTHORITY

Job Description

ADMINISTRATIVE ASSISTANT

Supervised By: Executive Director

Supervises: N/A

Job Type: Seasonal Part-Time

General Summary:

Under the direct supervision of the Executive Director, or his/her assignee, provides general administrative and clerical assistance to the Executive Director, Deputy & Marketing Director, Office Manager, and Special Projects Coordinator.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all the duties that the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Answer general inquiry incoming phone calls and direct all other inquiries to appropriate staff member.
2. Maintain general information email inbox.
3. Greet and direct all visitors.
4. Run daily errands i.e. Post Office.
5. Prepare documents, i.e. memos.
6. Maintain databases.
7. Credit card and cash handling with the sale of gift certificates.
8. Cover office in the absence of other staff while at meetings, etc.
9. Light cleaning and general upkeep of office appearance.
10. Efficiently filing paperwork.
11. Other similar duties that may be assigned

Required Knowledge, Skills, Abilities, and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential

functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. High School Diploma required. Associate's Degree preferred.
2. 3-5 years applicable experience.
3. Thorough knowledge of modern office procedures and practices and skill in applying them.
4. Skill in operation of a computer, copier, and other standard office equipment.
5. Experience with Microsoft Office programs, such as Word and Excel.
6. Ability to type and enter data rapidly and accurately.
7. Ability to understand and follow complex oral and written instructions, and carry them out independently.
8. Ability to effectively and tactfully communicate and present ideas and concepts orally and in writing.
9. Skill in maintaining a comprehensive filing system and in retrieving a variety of information and data.
10. Ability to efficiently and respectfully communicate with the public.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move light weight items. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in a business office setting though is expected to walk to the bank and numerous downtown merchants for deliveries.

Tools and Technology

The office currently uses a variety of software including Microsoft Word, Excel and Powerpoint as well as Filemaker Pro 12, on both Windows and Mac platforms. Copies and scanning are done on a Xerox Workcentre multifunction copier. The office also uses a Pitney Bowes DM100i for

postage.

October 2015

