

Position Description:

Job Title: Administrative Assistant/Receptionist

Department: Economic Development & Community

Relations

Supervised by: Director of Economic Development

& Community Relations

Revised Date: July 1, 2011

Title: Administrative Assistant/ Receptionist

Department/Division: Economic Development & Community Relations/County

Administration

Nature of Work:

 Performs responsible, confidential and advanced administrative support and public relations work for the Office of the Economic Development and Community Relations and assists the Executive Administrative Assistant when needed.

Essential Duties:

- Works within a team environment to assure that the County Administrator's Office is covered at all times.
- Answers telephone and greets visitors, answers questions or refers the inquiry to the appropriate person or department.
- Provides administrative support to the Executive Administrative Assistant including helping with the preparation for twice-monthly Board of Supervisors Meetings and other tasks as directed.
- Provides administrative assistance to include general correspondence;
 conducting research; compiling data and preparing reports and presentations.
- Schedules meetings and coordinates travel arrangements and accommodation for the Director of Economic Development and Community Relations.
- Develops and maintains a database for county mailings; email distribution; existing industry; available sites and buildings.
- Makes initial contact and follows-up with mail and electronic inquiries to potential and maturing prospects through the development of a computerized prospect tracking system and produces customized reports.
- Develops and maintains an existing industry visitation schedule.
- Compiles and maintains current demographic information for the county.
- Assists with coordinating special meetings and events; press conferences; groundbreakings and industry announcement ceremonies.

- Writes, coordinates and assures timely printing and publication of various printed and electronic publications including press releases, newsletters and the county's annual report.
- Researches, recommends and implements appropriate communications strategies for marketing Washington County and promoting activities, programs and accomplishments of all Departments of the Administrative Division.
- Works with the County IS Department to update and maintain economic development related portions of the website.
- Assists with the creation and maintenance of department budgets, track expenditures and creates reports.
- Processes and tracks routine invoices; statements; encumbrances and departmental capital projects in conjunction with the Department of Budget and Finance
- Practices continuous learning through individual study; classroom training; seminars and conferences.
- Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Department of Economic Development and Community Relations.

Job Requirements Needed:

- Demonstrated ability to maintain confidentiality, and work courteously and effectively with staff and public.
- Demonstrated ability to gather; analyze; interpret and report research findings; to prioritize; organize and perform work independently.
- Demonstrated ability to communicate orally and in writing sufficiently to express ideas and thoughts clearly; concisely; effectively and creatively.
- Proficiency with data processing, database and graphic design software including: Microsoft Word; Excel; Power Point; Outlook; Microsoft Front Page and Adobe Pagemaker.
- Experience with preparing news releases, promotional brochures and utilizing various forms of social media to promote public awareness.
- Requires Associates Degree in office management; secretarial science; public relations; mass communications or related field and considerable experience in administrative support work or any equivalent combination of acceptable education and experience providing the knowledge, skills and abilities cited above.

Job Location and Conditions:

 Work is performed primarily in the office setting at the Washington County Administrative Office. May be required to report to work after or before regular business hours and during emergency conditions.

• Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.

PHYSICAL REQUIREMENTS:

- Mental Abilities: Must have ability to reason and make judgments, to understand and follow oral and written instructions, to guide/give instructions and to make decisions in accordance with established procedures and policies.
- Speaking/Talking Abilities: Must have ability to answer the telephone, radio or switchboard; communicate with County officials; general public; vendors; supervisors and or with other employees.
- **Hearing/Listening:** Must have ability to communicate with County officials; public; vendors; supervisors and or other employees.
- Reading/Ability to Read and Understand Text: Must have ability to read and understand text.
- Numerical: Must have ability to mentally perform accurate two digit calculations, accurate calculations aided by a calculator and adding machine or measuring devices.
- Manual Dexterity: Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse; digital camera; video recorder and smart phone.
- **Finger Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse; digital camera; video recorder and smart phone.

Physical Demands:

- Strength: Ability to lift at least 25 pounds.
- Climbing: Must have ability to climb one flight of stairs and twenty to thirty steps.
- Standing, Sitting and Walking: Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- Reaching, Handling, Fingering and or Feeling: Must have ability to handle papers, files, computer keyboard and work adding machine.
- Seeing: Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid driver's license and the ability to drive an automatic transmission car.
- Will have periodic driving record checks done.

Job Status: Full Time/Non-Exempt

Salary: DoQ, DoE with Benefits

Washington County is an Equal Opportunity Employer.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position. The Board of Supervisors reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, regardless of their qualifications.