

# **Yukon Economic Development Authority**

## **Administrative Assistant**

### **Job Description**

**Exempt:** No  
**Department:** Economic Development  
**Reports To:** Executive Director  
**Location:** 458 W. Main Street  
**Date Prepared:** June 12, 2013  
**Date Revised:** July 29, 2013

#### **GENERAL DESCRIPTION OF POSITION**

This position will support/assist the Executive Director in the day to day management of all economic development projects, programs, and activities established/implemented by the Yukon Economic Development Authority. The position will oversee all general office and clerical responsibilities, as well as, research, draft, and track legal documents, contracts, and financial records generated by the Authority and the Executive Director.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Manage the daily office functions-phone calls, meeting schedules, mailing and records filing.
2. Coordinate public information and marketing efforts including social media.
3. Handle and process invoices, requisitions, payments requests.
4. Assist in the collection and management of economic/demographic data from State or Federal Agencies.
5. Assist in the preparation of legal documents, contracts, and official correspondence.
6. Provide staff support and internal communication with other City Departments.
7. Represent the Authority at local events and Chamber of Commerce activities.
8. Other assigned duties and business activities deemed necessary by the Executive Director.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **EDUCATION AND EXPERIENCE**

Under-graduate degree preferred in such disciplines as finance/accounting, pre-law, community development, business management, etc, plus 2 years related experience and/or training, and 7 to 11 months related management experience, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to read, analyze, and understand common scientific and technical journals; financial reports; and legal documents. Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must have ability to compute rate, ratio, and percent; prepare and interpret bar graphs.

## **CRITICAL THINKING SKILLS**

Capable of understanding oral, written or diagrammed instructions and acting to finish assigned task; requires the ability to solve practical problems through the application of common sense, education and work experience.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Administrative experience with strong business management background or related field

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Bachelor's degree in business management or related field

## **SOFTWARE SKILLS REQUIRED**

Advanced: Word Processing/Typing

Intermediate: Contact Management, Presentation/PowerPoint, Spreadsheet

Basic: 10-Key, Database

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under administrative direction, setting up own standard of performance; virtually self-supervising; reports to senior management of the organization.

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

## **MENTAL DEMAND**

Close mental demand. Operations require close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Oversee activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations; covers multiple areas of the organization.

### **SUPERVISORY RESPONSIBILITIES**

No supervision.

Supervises the following departments: None

### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

### **ACCURACY**

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation; could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

### **ACCOUNTABILITY**

#### **FREEDOM TO ACT**

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

#### **ANNUAL MONETARY IMPACT**

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

#### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results; participates with others in taking action for a department and/or total organization.

### **PUBLIC CONTACT**

Frequent contacts with general public, patrons, or other outside representatives; wherein the manner of handling these contacts has a bearing on the organization's position and operation.

### **EMPLOYEE CONTACT**

Contacts of considerable importance within the department or office; also required in coordination of effort or frequent contacts with other departments or offices. Generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of highly complex machines and equipment; specialized or advanced software programs.

**WORKING CONDITIONS**

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

**ENVIRONMENTAL CONDITIONS**

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

The noise level in the work environment is usually moderate.

**PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to walk; frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms; and occasionally required to stand. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

**ADDITIONAL INFORMATION**

Not indicated.