

BANDERA ECONOMIC DEVELOPMENT CORPORATION

511 Main Street

Bandera, TX 78003

830-796-3765

EDC@banderatx.gov

www.banderatx.gov

The Bandera Economic Development Corporation (BEDC) is looking for a part time Administrative Assistant

Hours & Pay: Approximately 10-20 hours a month; pay will be \$17.00-\$20.00 an hour based on experience.

Education: Associate Degree or equivalent experience

Qualifications: 0-2 years of experience in general office duties; knowledge of Quickbooks, Municipal Government, contracting and Robert's Rules of Order

Job Description: To perform a variety of responsibilities and confidential administrative and secretarial duties in support of the Bandera Economic Development Corporation Board of Directors; provide general information and assistance to the public on a part time basis.

Supervision: Administrative Assistant will report to the BEDC President or other designated officer; General supervision is provided by the President of the BEDC or other designated officer.

Essential Duties and responsibilities:

- All behaviors comply with the City of Bandera's personnel policies
- Provide direct administrative support to the BEDC
- Assist in preparing agendas, participate in assembling BEDC agenda packets for meetings, minutes of the BEDC meetings and preparation of other items as required
- Prepare and organize BEDC files according to projects, subjects, and companies electronically; and maintain hard copies of such in the City of Bandera Office
- Confidentiality regarding all BEDC matters is required
- Assist in the coordination of other subcommittees, and/or meetings as necessary
- Monitor and field calls, emails, and mail to include assisting with requests for information and other assistance as needed.
- Prepare and coordinate a variety of correspondence as required, such as publish and post notices
- Assist in monitoring and submitting updates for the BEDC webpage
- Occasional meetings other than the regularly scheduled meetings may be required
- Quickbooks entries to maintain and report up to date financial records
- Adhere to the policies set by BEDC for incentive grants or funding, verify receipts and all items listed on the incentives/funding checklist during project
- Obtain all signatures on project contracts, store contracts, and performance agreements in accordance with BEDC policy and procedures upon project completion
- Monitor and maintain files for Board Members training requirements

Job Summary: Job description statements are intended to describe the general level of the work being performed by the employee assigned to the job title. They are not intended to be construed as an exhaustive list of all duties, responsibilities and skills required.

Please submit resume to: EDC@banderatx.gov