

Bandera Economic Development Administrative Assistant Job Description

Reports To: President of the Bandera Economic Development Corporation

Education: Associate Degree or equivalent experience

Qualifications: 0-2 years' experience in general office duties, knowledge of:

Quick Books, City government, contracting, and Robert's Rules of Order

FLSA Status: Exempt

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

General Summary: To perform a variety of responsibilities and confidential administrative, and secretarial duties in support of the Economic Development Corporation and the President. Provide general information and assistance to the public on a part time basis.

Supervision: General supervision is provided by the President of the BEDC.

Essential Duties and Responsibilities:

1. All behaviors comply with the City of Bandera's personnel policies.
2. Provide direct administrative support to BEDC.
3. Assist in preparing agendas for the BEDC, participate in assembling BEDC agenda packets for the meetings, and minutes of the BEDC meetings, and preparation of other items as required.
4. Prepare and organize BEDC files according to projects, subjects and companies both electronically and maintain a hard copy in the City of Bandera office.
5. Required to keep confidentiality regarding all BEDC matters.
6. Assist in the coordination of other subcommittees and meetings as necessary.
7. Screen calls, emails, and mail. Assist with requests for information and assistance.
8. Prepare and coordinate a variety of correspondence as required, publish and post notices as required.
9. Assist in maintaining and updating the BEDC website.
10. Occasionally meetings other than the regularly scheduled meeting may be required.

11. Enter items in QuickBooks and maintain up to date financial records.
12. Adhere to the policies set by BEDC for incentive grants, verify receipts and all items listed on the incentive grants check list during the project and upon project is completed.. Obtain all required signatures.
13. Monitor and maintain files for board members training requirements.
14. Perform other duties as may be required to accomplish the goals and mission of the BEDC.

Acknowledgement

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities at any time.

As evidenced, by my signature below, I have read and my job description and fully understand my duties and responsibilities related to my part time job with the Bandera Economic Development Corporation. I also, acknowledge that I am qualified to perform these duties and perform the essential functions of this position as described. Further I understand that if at any time, I am unclear as to what duties and job requirements are, or what is expected of me I will notify the President of the BEDC for interpret these duties and expectations.

Signature/Approval

Date_____

Employee_____ Employees printed name _____

President BEDC_____