

## **POSITION DESCRIPTION**

Class Title: Administrative Assistant  
Department: Downtown Wytheville, Inc.  
Date: December 2016

### **GENERAL PURPOSE**

Serves as the Administrative Assistant for Downtown Wytheville Incorporated, which is a non-profit organization that formed in January of 2014 and is comprised of dedicated community volunteers in partnership with Town of Wytheville and other interested organizations working to strengthen and revitalize the heart of our community.

### **SUPERVISION RECEIVED**

Works under the direct supervision of the Executive Director of Downtown Wytheville Incorporated.

### **SUPERVISION EXERCISED**

None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Administrative Assistant will provide administrative support to the Executive Director on the organization's operations, events, design projects and economic promotions. The Administrative Assistant will be under the supervision of the Executive Director and will perform skilled administrative tasks requiring proficiency with computers & internet; possess excellent organization and self-motivation skills; possess flexibility to manage multiple tasks; and possess good communication skills and office support duties and event/project duties as requested. The Executive Director will determine the work schedule. This position may require some occasional weekend work. The maximum hours for this position will not exceed 25 hours per week.

### **PERIPHERAL DUTIES**

- Assist in public contact for the organization (phones, taking messages, sending emails), filing, word processing and general office processes. Also including, Facebook, twitter and other social media platforms associated with Downtown Wytheville Inc.
- Assist in maintaining organizational files (accounting, corporate and event, including event/project supplies), archiving and storage.
- Assist and maintain database files for the organization, in excel or other database programs used by the organization.
- Prepare a variety of documents, technical and statistical reports, data for publication, and other material where knowledge of format and presentation is necessary.
- Creating mailing lists and mail merges as required through mail chimp or any other program used by the organization.
- Keep website updated and current as needed.

- Work with Executive Director and Treasurer to code invoices to the appropriate projects or events.
- Transcribe committee meeting minutes accurately, in a timely manner also prepare, send packet mailings, and work with Downtown Wytheville Inc. committees on projects as needed.
- Prepare New Business packets and Business Recruitment packages as needed and directed to by the Executive Director.
- Be able to reference schedule and location of Director in order that the Director may be reached whenever an emergency may arise.
- As time permits, work on or take charge of organization events or projects, coordinating. Volunteers and committee input.
- Proof records, forms and other documents for accuracy, completeness, and conformance to rules and regulations.
- Provide general office cleaning and upkeep.
- Perform other duties as may be assigned from time to time by the Executive Director.
- Performs other duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- Graduation from a high school or GED equivalent required. Graduation from an accredited two or four-year college preferred. Experience with computers, Adobe Creative Cloud software and administrative support preferred. Any equivalent combination and experience.

## **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent communication skills to enable interface with city officials, board members, merchants, members, and volunteers
- Excellent word processing and proofreading skills.
- Ability to perform complex duties displaying independent judgment, initiative, and creativity.
- Willingness to work at and around promotional events.
- Interest or background in promotions, marketing, or communications
- Ability to prioritize and multi-task in high demand situation.
- Energetic and enthusiastic
- Great sense of humor

## **SPECIAL REQUIREMENTS**

- Position requires expertise with the Microsoft Office Suite of programs, including Word, Outlook, Publisher, Excel and Power Point. Since the Administrative Assistant is a liaison between the Executive Director and various City and local officials, previous administrative support experience is preferred.
- Possess a valid driver's license or have the ability to obtain one.

## **TOOLS AND EQUIPMENT USED**

Telephone system, personal computer, copy machine, postage machine, fax machine, digital camera, and automobile.

## **PHYSICAL DEMANDS**

The physical demands 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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk, use hands to finger, handle, or feel objects, tools or controls, and to reach with hands and arms.

The employee must be able to walk up and down steps, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the 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 quiet.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

Effective Date: December 2016

Revision History: