



POSITION DESCRIPTION

Title: Administrative Assistant

Reports to: Senior Operations Manager

Full-time
 Part-time

Nonexempt
 Exempt

Position Purpose:

The Administrative Assistant supports the day-to-day operations of the Town Center CID and Alliance. This position assures record keeping, correspondence, database management/hygiene, scheduling, meeting preparation and follow up, and coordinates the Executive Director's schedule/calendar.

Essential Duties and Responsibilities:

Administrative & Executive Assistance

- Manage Executive Director's schedule and communications including the proactive arranging and scheduling of meetings, events, travel, and breaks
- Arrange staff meetings, Board meetings, committee meetings, and meetings among staff and/or Board members
- Manage meeting invitations/responses and follow up with Board Members and elected officials (when needed) to secure RSVPs

Office Coordination

- Manage work orders, purchases, office supplies, general organization of information, incoming/outgoing mail, subscriptions, vendors, Mobile, IT and phone accounts
- Set up and clean up after in-office and in-building meetings
- Support CID & Alliance Board meetings and staff, committee, vendor, and other meetings by ordering and/or setting up equipment, food and beverages, room arrangements, and other logistical details and supplies
- Prepare all documentation for board meetings (CID & Alliance) including the Board Packet
- Prepare minutes of all CID and Alliance board meetings, committee meetings and work sessions as assigned by management & send to Board secretaries for approval prior to distributing to respective Board members
- Maintain e-file of agendas, minutes, and board packets of CID and Alliance board meetings

Data Management

- Manage the District360 database including data input, updates, and data integrity
- Manage the internal digest ensuring updates and additions are reflected based on annual tax digest data from Cobb County
- Support the team in understand the functionality and use of the system
- Draft, track, and send donor acknowledgements
- Manage membership program renewals and acknowledgements
- Generate reports on fundraising and membership activity and goals, as needed

Other Responsibilities

- Support the leadership team to complete grant applications and manage grant tracking after receipt
- Provide event support to Town Center Community staff and volunteers, as needed

Measures of Success:

- Ensure accuracy of the Executive Director and internal meeting calendars.
- Maintain a clean, organized, and appropriately stocked office workspace.
- Appropriately prepare for all on-site meetings.



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- Maintain accurate and complete data in the D360 system.

Required Qualifications:

- Bachelor's degree in business or a related field or equivalent experience
- Experience managing or supporting the internal operations of a CID or related organization- internal system management, office management, general support to externally facing leaders and budget management
- Proven ability to manage multiple projects on time, simultaneously

Required Competencies:

- Strong organization skills, attention to detail, and accuracy
- Strong action planning and prioritization skills
- Self-starter, results- and solution-oriented
- Computer literacy (word processing, spreadsheets, power point, etc.)
- Excellent communication skills both orally and written
- Ability to maintain strict confidentiality of information

Working Conditions:

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

- Primarily works in an office environment
- Some nights and weekends are required for TCC programs and events
- Frequently required to sit; use hands to finger, handle or feel; reach with hands and arms; and talk and hear clearly
- Occasionally required to stand, walk, climb or balance; and stoop, kneel, crouch or crawl
- Occasionally lift and/or move up to 20 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus
- The noise level in the work environment is usually low

Limitations and Disclaimer:

The above position description is meant to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/ or abilities. To perform this position successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Acknowledgement of Receipt and Understanding:

Employee (print name):

Signature:

Date:



**TOWN
CENTER
COMMUNITY**

POSITION DESCRIPTION

Manager Signature: