DEVLOPMENT CORPORATION MERCEDES
ADMINISTRATIVE ASSISTANT

The Administrative Assistant directly reports to the Executive Director and provides administrative and operations coordination and scheduling for office activities, economic development activities and corporation projects. The Administrative Assistant serves as the primary point of contact for internal and external constituencies and serves as liaison to the board of directors and staff. Work involves tracking and preparing reports for the executive director and provides assistance to the executive director for timely execution of Board and City Council deliverables and assists with budget development and monitoring activities.

Essential Duties & Responsibilities

Management Responsibilities

· Completes a broad variety of administrative tasks for the Executive Director including: managing calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; compiles documents for travel-related meetings;
· Communicates directly, and on behalf of the Executive Director, with Board members, staff, and others, on matters related to programmatic initiatives
· Is the central point of contact for all inquiries and calls to the DCM and maintains daily log of calls and in office visits
· Tracks attendance and board member voting on resolutions and any actions taken
· Prepares agenda items, presentation materials and minutes for DCM Board Meetings and City Council meetings and is responsible for posting all workshops, meetings and possible quorum agendas
· Coordinates the calendar for board and council agendas and keeps schedule for deadlines on items to be prepared for all agendas
· Responsible for preparing and providing documents needed for forwarding to City Secretary for City Council approval after Board meeting actions are completed
· Assists board members with event registration, travel arrangements as needed
· Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.
· Maintain database of DCM contacts and maintain contact information on all office meetings and activities.
· Purchase and maintain adequate supplies and materials for the office and recruitment activities
· Manage reporting for DCM/City Council status reports, activity reports, annual report and other ad-hoc reports as necessary

Communications Responsibilities

· Primary receptionist and coordinator for all incoming calls and inquiries from residents, prospects and other agencies about the DCM

· Manage and establish relationships as requested with external entities, residents and business owners.

Non-essential Duties & Responsibilities

· Other related duties and responsibilities as assigned.

Knowledge/Skill Requirements

§ Knowledge of computer skills but proficient in Microsoft Word, PowerPoint, Excel. MS Project, Outlook, Web Authoring Tools and Mapping Tools are a plus.
§ Ability to communicate technical and financial information effectively both orally and in writing.

Education/Experience/Certification Qualifications

§ Graduation from an accredited four-year college or university with a bachelor's degree preferred
§ Two (2) years of full-time professional experience in a governmental agency or corporate environment
§ Experience in a local government capacity or private corporation working with development projects in the areas of project/program management is preferred.
§ Possession of a valid Class C Texas Driver's license.

Physical Job Requirements

§ Effective operation of computer and other standard office equipment.
§ Standing, Walking, Sitting, Repetitive Motions, lifting to 10 lbs., Driving

Working Conditions

§ Office environment.
§ Part Time

Please email resume to mramirez@mercedesedc.com