



Job Title: Administrative Assistant

Department: Community Development

Reports To: Community Development Director

Job Summary

The Administrative Assistant for the Community Development Department is responsible for supporting the daily flow and organization of the office while providing excellent service to the public. This position ensures guests are welcomed, office operations run smoothly, and issues are handled efficiently as they arise. The Administrative Assistant will also assist with event preparation, maintain organized records and files, and provide administrative support for departmental projects and community initiatives.

This position requires strong organizational skills, professionalism, and comfort working with the public. Flexible scheduling is available, and the role may be offered as either full-time or part-time. Some evening or weekend hours may be required for events or special functions.

Essential Duties and Responsibilities

- Greet visitors and assist residents, guests, and members of the public in a courteous and professional manner.
- Help manage the daily operations and workflow of the office.
- Address routine issues and assist with problem-solving as situations arise.
- Maintain organized files, records, and office systems.
- Create, update, and manage spreadsheets, reports, and other documents.
- Assist with setup, preparation, and coordination of events, meetings, fairs, festivals, and other community functions.
- Prepare presentations, promotional materials, and correspondence as needed.
- Assist with social media updates, promotions, and public communications.
- Run errands and complete tasks related to departmental operations.
- Answer phones, emails, and general inquiries.
- Perform other duties as assigned by the Community Development Director.

Qualifications

- High school diploma or equivalent required; associate degree or higher preferred.
- Prior administrative, office support, or customer service experience preferred.
- Strong computer skills, including proficiency with Microsoft Office Suite, especially Excel and spreadsheets.
- Excellent communication and interpersonal skills.
- Strong organizational skills with the ability to multitask and prioritize.
- Ability to work independently and as part of a team.
- Comfortable interacting with the public in a professional environment.
- Flexible and dependable with a positive attitude.

Working Conditions

- Office-based position with regular interaction with the public but will require periodic site visits and attendance at city events, fairs, and festivals.
- May require occasional lifting, event setup, and attendance at community functions.
- Flexible schedule with full-time or part-time availability depending on department needs.
- The position may be required to work outside regular business hours, including nights, weekends, and holidays, to support special events or city functions.