



## Humboldt County Development Association Job Description and Specifications

Job Title:	Administrative Assistant	Incumbent:	None
Department:	Economic Development	Reports to:	HCDA Director
		FLSA Status:	Nonexempt

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### **JOB SUMMARY**

To perform a wide variety of administrative, technical office and clerical duties such as receptionist duties, word processing, spread sheet, data base work, and other general clerical duties.

### **REPORTING**

Works under the supervision and direction of the Director of Humboldt County Development Association.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Receives the public and answers questions; responds to inquiries from businesses, citizens, and others and refers, when necessary, to appropriate persons.

Provides clerical support to the Director.

Transcribes minutes and prepares documentation for monthly HCDA Board meetings.

Performs assistance with financial records including but not limited to organizational financials, bank deposits and financials for HCDA projects.

Compiles information into monthly, annual and other reports. Compiles statistical data and generates reports.

Prepares outgoing and incoming mail respectively and answers telephone.

Maintains electronic communication systems, including but not limited to local access channel, electronic signs, website, and social media.

Assists with the preparation of studies, reports and related information for decision making purposes; conducts research to assist supervisor in making recommendations regarding proposals for programs, services, budget and

policy making.

Assists with HCDA program development in a support role, gathers information, research and other items as requested.

Prepares newsletters, drafts, and makes copies of letters, memorandums, presentations, press releases, contracts, requests for proposals, forms and contracts as assigned.

Assists in preparing promotional material and public relations activities including but not limited to website development and maintenance and social media.

Other duties as assigned.

## **SPECIFICATIONS**

### ***Skills and Abilities***

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; knowledge of accounting principles and practices. Microsoft Office expertise and extensive customer service experience is preferred. Skill in operation of listed tools and equipment. Telephone, personal computer, copy machine, fax machine, postage machine, and 10-key calculator.

Ability to effectively meet and deal with the public, communicate verbally and in writing, handle stressful situations, learn clerical tasks readily, establish and maintain harmonious relationships with the general public and businesses and staff.

Valid Iowa Driver's License, or ability to obtain one prior to employment.

Work requires coordination and implementation of assigned activities and special projects, semi-independent judgment, problem solving, and the ability to establish and maintain effective working relationships both external and internal to the Humboldt County Development Association.

### ***Educational Development***

Graduation from high school or equivalent, supplemented with two years of experience in office administration.

### ***Physical, Mental and Visual Effort***

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

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### ***Working Conditions***

The noise level in the work environment is usually moderately quiet.

**DISCLAIMER CLAUSE**

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

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Employee's Signature

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Date

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Department Head

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Date