



OUR VISION:

To be the acknowledged leader in public assembly venue management in the region

OUR MISSION:

To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues

OUR VALUES:

Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community

Job Title	Administrative Assistant	Bargaining Unit	Non-represented
Functional Job Family	Administrative Support	Classification #	8040
FLSA	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Salary Grade #	213
Position Status	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	Revision Date	March 2007

CLASSIFICATION DESCRIPTION

Provide administrative support to assigned department(s) within Metropolitan Exposition-Recreations Commission (MERC) facilities. Perform general clerical and receptionist functions in support of accomplishing goals and objectives of department.

DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

1. Creates and edits general correspondence, newsletters, memos, event calendars, forms and/or other documents that support the efforts of assigned department.
2. Copies, scans and distributes various papers and documents.
3. Answers and screens incoming telephone calls; forwards calls to appropriate staff member or department.
4. Provides callers with general event and facility information.
5. Operates and monitors communication radio by relaying requests and information between off-site and onsite staff and clients.
6. Maintains calendars and schedules appointments.
7. Processes department payment authorizations, verifies invoice payments against purchase orders; maintains accurate records of purchases and payment.
8. Prepares and maintains payroll reports; computes and prepares billings utilizing timekeeping system.

Secondary Functions:

1. Provides backup administrative support to various departments.
2. Performs other duties which may be necessary or desirable to support the agency's success.



Supervisory Responsibilities:

This position has no supervisory responsibility but may provide leadership and guidance to volunteer staff and/or assist with orientation of new members of the work group.

Education and/or Experience; Certificates, Licenses, and Registrations:

- High School Diploma or GED, and
- A minimum of one (1) year experience in customer service or general clerical position, or
- An equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.

Knowledge, Skills and Abilities:

- Structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar
- Administrative and clerical procedures and systems such as word processing, file management and record keeping
- Basic accounting, professional writing and basic report preparation
- Windows based programs, such as Word and Excel
- Prioritize and multi-task; must be organized and flexible to change course of work/projects as circumstances dictate
- Discreetly and effectively handle information of a confidential or sensitive nature
- Establish and maintain effective, cooperative working relationships with those contacted in the course of work
- Operate general office equipment such as a computer, copier, fax machine, calculator and scanner
- Operate multi-line phone system
- Work effectively with information management systems, and adapt quickly to system changes and updates
- Communicate clearly and concisely, both orally and in writing
- Work various hours, including evening, weekends, and holidays

Physical Demands / Work Environment:

- Majority of work is completed in a general office environment with exposure to moderate levels of noise in a well-lit, well-ventilated and moderately paced environment
- Continuously required to read computer screen; hear and/or respond to verbal/audio cues; perform repetitive motions of hands and wrist
- Frequently required to reach with hands and arms
- Occasionally required to stoop, bend and kneel; stand and/or walk for extended periods of time; lift, push, pull and/or carry objects up to 10 pounds



A SERVICE OF METRO

“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”

APPROVED:

MERC General Manager

Date

MERC Human Resources Manager

Date