



FLSA	NON-EXEMPT
NOTICE REQUIREMENT	2 WEEKS
RANDOM ALCOHOL/DRUG SCREENING REQUIREMENT	NO

## Administrative Assistant – Economic Development PT

**Job Summary:** *(General summary/objective)*

This position performs administrative and clerical duties supporting the day-to-day operations of the Economic Development Department. This position is part-time at approximately 24 hours per week, Monday – Friday between the hours of 8:30am – 5:00pm. Occasional work outside of this schedule may be required.

**Key Responsibilities/Essential Functions:**

- Always do the right thing.
- Promotes the vision, mission and values of the County.
- Responsible for general office procedures and applying established departmental methods to routine administrative situations.
- Responsible for documenting and recording meetings minutes for the Economic Development Authority (EDA) and assists with EDA agenda preparation.
- Prepares and manages the correspondence for office staff; distribution of County-wide brochures; and the postings on community calendar events, such as VA Blue Ridge, Botetourt Chamber of Commerce and other local calendars
- Coordinates meeting room set-up, catering services, invitation list and distribution for the Economic Development departmental events
- Assists in answering and directing phone calls for Department Director and other staff
- Responsible for processing incoming and outgoing mail for Post Office Box #2 and the departmental box in the mailroom in the basement of the Circuit Courthouse.
- Enters purchasing card (P-Card) invoices into Works system by methods of coding and scanning.
- Organizes and manages accounts payable and submits invoices to the Finance Department and Economic Development Authority accountant for payment.
- Responsible for ordering general office supplies and other duties as assigned

**Job Requirements:**

- High School diploma or GED equivalent required. Supplemental college course work related to position preferred.
- Minimum of 2-3 years’ experience in a professional office setting relevant to position required.
- Must possess a basic understanding of bookkeeping
- Ability to abide by confidentiality agreements while work with highly sensitive information
- Excellent oral and written communication
- Ability to meet deadlines and follow oral and written communication
- Ability to build and maintain good working relationships with the general public, representatives from businesses seeking information regarding economic development opportunities within the County and County staff members.
- Proficiency with Microsoft Office products to include, Excel, Word, Outlook and Power Point
- Must possess good working knowledge of office procedures, methodology, terminology, and equipment.
- Must hold and maintain a valid Virginia driver’s license and good driving record.

**Physical Demands/Special Work Environment:**

- Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Substantial movements (motions) of the wrists, hands, and/or fingers.
- Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading and data input.
- Worker must able to remain at work station in a stationary position for up to 50% of the time.
- The person in this position needs to occasionally move about inside the office to attend meetings; access files, office machines; to interact with County employees.
- The person in this position frequently communicates and exchanges information with co-workers and patrons of the library.
- Must be able to exchange accurate information in these situations.

**Reports to: Director of Economic Development**

**Supervisory Responsibility: none**

Botetourt County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

*Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date