

**CAPITAL COMMUNITY ECONOMIC  
INDUSTRIAL DEVELOPMENT AUTHORITY**

**POSITION DESCRIPTION**

**TITLE: PART-TIME OFFICE MANAGER/EXECUTIVE ASSISTANT**

**CHARACTERISTICS OF THE POSITION:** Under general supervision, the employee performs work of an administrative nature involving a high degree of responsibility for facilitating management details for the President/CEO, the Authority Board and the Authority. Duties require a high level of trust and confidentiality. The employee may be responsible for supervision of other personnel and does related work as required.

**EXAMPLES OF WORK:** The Office Manager/Executive Assistant oversees the efficient operation of the office and assists the President/CEO in all aspects of Authority work as needed and assigned by the President/CEO. Work may include contact with prospective employers; with state government staff regarding prospective businesses, grants and information required to facilitate the location of businesses within the community. Duties include preparation of correspondence, inter-office memos, reports and financial documents as required by the Executive Director and the Authority Board. The employee will be responsible for maintaining financial records for the Authority, reconciling bank accounts, making deposits, paying invoices in a timely manner, preparing monthly budget reports to the Authority Board and assisting in the development of the annual budget for the Authority. The employee supervises incoming and outgoing correspondence. The employee will be responsible for research projects such as updating the community profile, labor survey and keeping an inventory of all properties available for commercial and industrial use in the community. As recording secretary to the Authority, the employee is responsible for minutes and records of Authority board meetings in compliance with the Kentucky Open Records Law. The employee maintains the efficient operation of the Authority office, maintains and organizes necessary records and files, and updates the inventory of Authority office equipment and supplies. The employee issues notices of meetings in compliance with the Kentucky Open Meetings Law and communicates with media in regard to meetings. The employee performs other duties as assigned.

**MINIMUM REQUIREMENTS:** Graduation from high school, including supplemental education in business or marketing; supplemented by extensive experience in office management, public relations and/or executive secretarial duties is preferred.

**SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of modern office practices, procedures and equipment, especially the operation of personal computers. Experience with computer software such as Word Perfect; Excel and Quikcbooks is highly desirable. Knowledge of business English and spelling. Ability to exercise good judgment and tact in dealing with callers, in giving and obtaining information and in making proper disposition of problems. Ability to establish and maintain effective working relationships with the public and other employees. Highly organized and self motivated. Ability to accept new challenges and work assignments. Possession of a valid Kentucky driver's license and ability to travel on a limited basis. High degree of adaptability.