



# Grand County

## Job Description

<b>Title:</b>	Administrative Assistant	<b>Job Code:</b>	2210
<b>Division:</b>	Administration	<b>Effective Date:</b>	09/2017
<b>Department:</b>	Old Spanish Trail Arena	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs a variety of **administrative support and complex clerical duties** to help expedite the day-to-day functions, processes and business operations of the Old Spanish Trail Arena. Assists with general custodial requirements and arena maintenance as needed.

### SUPERVISION RECEIVED

Works under the general supervision of the Arena Director.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Greets visitors, answers telephone, provides information requiring knowledge of County and OSTARC policies and procedures and fee schedules, handles complaints, and refers concerns to appropriate persons

Performs confidential secretarial duties and corresponds with businesses, public agencies and citizens regarding County and OSTARC information and needs; draws up event contracts; attends meetings when assigned.

Develops and maintains filing systems, controls records and takes minutes of meetings; drafts and prepares letters, reports, statements and sends invoices to event holders; receives and responds to incoming mail.

Manages calendars, calendars event bookings, coordinates events and ensures no event is double booked. Collects event fees and documents; schedule use of venues including arena's conference room, ball fields, stall bookings and helps prepare the venues for events.

Manages updates to OSTARC website; assists with the preparation and development of media promotions to market OSATA venues and resources; performs data gathering and research for advertising; recommends mediums for advertising; seeks out events for OSTARC; advises manager of possible improvements to procedures.

Purchases materials and equipment, hires/rents equipment and checks delivery schedules for timeliness; maintains inventories and orders supplies and materials; receives deliveries and arrange off-loading of deliveries.

Collaborates and assists other departments to accomplish OSTARC and County objectives.

Assists with general custodial and arena maintenance requirements as needed.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school;

AND

B. Three (3) years' experience performing administrative support duties including training related to word processing, office procedures, telephone skills, and interpersonal communication duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Working knowledge of** modern office practices and procedures; office equipment including postage machine, digital imager, scanner, printers and calculator.

**Skill** in reading, writing, and basic math. Computer programs, including Microsoft Word, Excel, Power Point, Adobe Acrobat Professional, Adobe Acrobat 9 Professional, Microsoft Publisher and Internet use; document composition.

**Ability to** Follow verbal and written instructions; handle numerous tasks concurrently; maintain cooperative relationships with those contacted in the course of work activities; effectively prioritize and manage own work schedule; communicate verbally and in writing; maintain records, files, and reports; use correct grammar, spelling, and punctuation; make independent judgments and effectively direct the work of others; establish effective working relationships with staff and general public; demonstrate initiative in problem solving and ability to prioritize workload without constant supervision; recognize and keep confidential information; use tact and self-control when communicating.

3. Special Qualifications:

Must pass post-employment offer physical, drug test and background examination.

Must be willing to participate in random drug screening.

Must complete a 12-month orientation/introductory period. Must possess a valid Utah driver's license.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls working for sustained periods of time maintaining concentrated attention to detail. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Occasional minor lifting generally not to exceed 100 lbs. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic evening meeting attendance required in normal course of job performance. Occasional travel outside of the Moab/Grand County area.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date \_\_\_\_\_

(Employee)