

**THE CITY OF MEDINA
JOB DESCRIPTION**

TITLE: Economic Development/Planning Administrative Assistant

REPORTS TO: Community Development Director

DEPARTMENT/DIVISION: Community Development/ Planning & Economic Development

CIVIL SERVICES STATUS: Classified

JOB STATUS: Full-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The individual in this classification provides highly skilled secretarial support to the Economic Development Division and the Planning Division of the Community Development Department. Duties performed require excellent clerical, computer, typing and general office skills. The individual in this classification must interact with City officials and employees, the public and officials and employees of other governmental agencies, often in regard to confidential or sensitive issues. The Economic Development/Planning Administrative Assistant must perform a variety of administrative office duties with minimal supervision, and must possess the ability to prioritize work, with an emphasis on multi-tasking. Work is performed under the direct supervision of the Community Development Director.

ESSENTIAL JOB FUNCTIONS:

Performs a wide variety of complex and confidential secretarial tasks.

Responds to requests for information and assistance from the public and City departments.

Coordinates applications and submittals to the Planning Commission, Board of Zoning Appeals and the Historic Preservation Board.

Performs the record keeping of the City review boards, including the recording of minutes, managing the files and entering projects into tracking software.

Makes arrangements for meetings by notifying participants.

Maintains and oversees division's administrative files.

Operates a variety of office equipment required for performing clerical duties.

Speaks with citizens and businesses requesting services in person or by telephone, provides necessary information or referrals and follows through to resolve problems.

Makes travel arrangements for Division's personnel.

Serves as the primary City contact for housing related programs.

Functions as the grant administrator for CDBG grants of various types which include preparing and completing grant applications, administers the financial and performance reporting and coordinates activities with City departments.

Coordinates daily tasks of Planning and Economic Development Divisions' programs including: Community Reinvestment Area, Community Development Block Grant, Enterprise Zone and Housing Programs by providing oversight of the application, financial reporting and public meeting processes.

Functions as front desk receptionist for Planning/Economic Development Division including processing applications and greeting customers and assists Building Division as needed.

Coordinates the processing of invoices and accounting for Planning and Economic Development Divisions.

Maintains regular and consistent attendance.

Prepares and issues the City e-newsletter.

Able to perform physical demands that include but are not limited to being able to sit continuously at a computer terminal, desk or work station. Able to spend time walking, standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching throughout the work day.

EDUCATION, TRAINING AND EXPERIENCE:

Considerable clerical experience, including familiarity with various computer applications and programs;

High school diploma or GED, preferably supplemented by business school or college courses in computer operation and general office skills; or

Any equivalent combination of experience and training that would provide the required knowledge, skills and abilities.

QUALIFICATIONS:

Knowledge of:

- Office terminology, procedures and equipment, as well as business arithmetic, English, bookkeeping and statistic gathering/reporting;
- Word processing and spreadsheet software applications, including but not limited to Microsoft Word, Excel and other Office products; and
- The positions within the City and the responsibilities of various City offices for the purpose of directing referrals.

Skilled in:

- Entering data into a terminal, personal computer or other keyboard device; and
- Producing written documents with clearly organized thoughts, proper sentence structure, punctuation and grammar.

Ability to:

- Understand and follow complex oral and written instructions;
- Maintain accurate complex records;
- Prepare reports from records;
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers; and
- Maintain confidentiality.

ENVIRONMENTAL ELEMENTS:

This position requires the employee to spend a large portion of the day at a desk or computer station, with much of that time spent on the telephone. The position includes a high incidence of interaction with citizens, governmental officials and other municipal employees occasionally under stressful conditions. The position also requires performing duties during public meetings and in the community.

WORKING CONDITIONS:

May be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED:

ADDITIONAL REQUIREMENTS:

The above information on this description has been designed to indicate the general nature and level of work performed by employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____