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| JOB TITLE: | Public Information/Administrative Assistant | W/C: 8809 |
| DEPARTMENT: | Economic Development | SIC: 9131 |
| STATUS: | Salary - Administrative | PAY GROUP: OA 7 |

JOB SUMMARY:

Under the general direction of the Economic Development Executive Director and the elected officers of the Board. Responsible for business functions of the Economic Development administrative office. Responsible for public information requests and assisting in advertising and public relations for the Economic Development Corporation. Performs such other duties as may be assigned.

ESSENTIAL JOB FUNCTIONS:

- Perform administrative functions for the Economic Development Corporation operations requiring considerable discretion and confidentiality.
 - Communicate effectively and courteously with the public, corporate executives, City employees and other elected officials.
 - Make effective decisions without constant supervision; prioritize heavy workload effectively.
 - Interact effectively with Jasper Economic Development Corporation Board of Directors, City Council, city department heads and other city employees.
 - Legible handwriting, telephone and verbal messages; screen calls; arrange and schedule various in-house and outside meetings.
 - Plan, coordinate and deliver assistance, information and services to assigned leads and prospects. Services and information include marketing and community information, custom proposals, sites and facilities, special incentives, permitting.
 - Prepare correspondence; prepare various completed reports; operate personal computer, other office machines; knowledgeable of internet and web site operations; May also maintain web site, databases and publications. Performs administrative functions and miscellaneous clerical duties requiring a general knowledge of organization and business protocols.
 - Create, prepare, and publish advertising in print media, radio, television, and web; arrange trade show display presentations; meet and greet public and prospective clients at various trade shows and business-related conferences.
 - Make necessary travel arrangements, search files, assemble information, compile statistics and maintain statistical records; read proofs, post a variety of information from standardized media to various types of records; arrange, index and file card, letters, documents.
 - Lift and carry 10 pounds of supplies or working material.
 - Complete necessary paperwork for any changes regarding departmental status, sit for extended periods of time while doing word processing.
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OTHER JOB FUNCTIONS:

- May be required to be a Notary Public.
- Will be required to monitor some council meetings and will be required to record and transcribe to written minutes the meetings of the Jasper Economic Development Corporation. Attend staff meetings.
- Represent ED organization at functions, seminars, trade shows/exhibitions, etc. and provide other support to accomplish goals. Attend briefings/orientation, site visits,

ally support referral, press releases, ground breaking/open houses, and other assistance necessary to recruit and retain companies.

- Will be required to attend out-of-town meetings, conferences, and trade shows, as well as economic development training.

REQUIRED EDUCATION, DEGREES, CERTIFICATES AND /OR LICENSE:

- Degree preferred, High School Diploma required. Advanced courses preferred.
- Must have own vehicle and maintain Texas Driver's License.