



CLASSIFICATION	7
RANGE	\$32,854 - \$49,281
FLSA	NON-EXEMPT
NOTICE REQUIREMENT	2 WEEKS
RANDOM ALCOHOL/DRUG SCREENING REQUIREMENT	NO

Administrative Assistant Economic Development

Job Summary:

This position is responsible for administrative and clerical duties supporting the day-to-day operations of the Economic Development Department. While handling a variety of routine and diverse tasks, delivering tangible results for the betterment of Botetourt County is the objective of the position.

Key Responsibilities/Essential Functions:

- Always do the right thing.
- Promotes the vision, mission and values of the County.
- Manages general office procedures and applying established departmental methods to routine administrative situations, including the Economic Development Authority's (EDA) fiscal control policy.
- Responsible for documenting and recording meetings minutes for the Economic Development Authority (EDA) and assists with EDA agenda preparation.
- Organizes, manages, and maintains the official documents of the EDA, including minutes, performance agreements, real estate agreements and related legal documents.
- Coordinates distribution of brochures and marketing materials throughout the County and region as needed.
- Posts community events to relevant calendars, including Visit Virginia's Blue Ridge, Botetourt Chamber of Commerce, and other local calendars.
- Coordinates planning and logistics for prospective company visits, meeting room set-up, catering services, invitation lists and distribution for the Economic Development departmental events, such as announcements and special events;
- Assists departmental staff with marketing activities, including website and social media postings and periodic economic development newsletters, with content from County staff (not less than quarterly).
- Answers and directs phone calls to department staff; interacts with the public to answer questions and to provide information about economic development services, maintains calendars and appointments and manages correspondence for departmental staff.
- Processes incoming and outgoing mail and outgoing mail, manages departmental postal account and the departmental box in the mailroom.
- Enters purchasing card (P-Card) invoices into Works system by methods of coding and scanning.
- Organizes and manages departmental accounts payable and submits invoices to the Finance Department and Economic Development Authority accountant for payment.
- Orders general office supplies, maintains copier maintenance and servicing, facilitates Information Technology need and maintenance.
- Performs other duties as assigned.

Job Requirements:

- High School diploma or GED equivalent required.
- An undergraduate degree or 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 and recordkeeping.
- Ability to abide by confidentiality agreements while work with highly sensitive information.
- Demonstrated 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.
- Demonstrated proficiency with Microsoft Office products to include, Excel, Word, Outlook and Power Point and have the ability to create and maintain detailed and accurate spreadsheets.
- Must have solid familiarity and proficiency with Zoom, Teams and other virtual meeting software.
- Must possess good working knowledge of office procedures, methodology, terminology, and equipment.
- Demonstrated superior organizationl and record keeping skills.
- 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 workstation 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 and others from outside the
- The person in this position frequently communicates and exchanges information with the general public, representatives from businesses seeking information and County staff by spoken words in person, over the phone and through email.

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