

## **CRAWFORD COUNTY DEVELOPMENT AUTHORITY ADMINISTRATIVE ASSISTANT**

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The Crawford County Development Authority is seeking a qualified professional for the position of Administrative Assistant, which is responsible for performing administrative and clerical duties to assist the Development Authority Executive Director and Development Authority Board with their mission of attracting economic investment in Crawford County. Applicants must have an Associate Degree and at least two years of clerical experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Interested candidates should submit a resume by 5:00 p.m. on Friday November 4, 2022, to:

Crawford County Development Authority  
ATTN: Tisa Horton  
P.O. Box 700  
Roberta, GA 31078

For a detailed job description or additional questions, please contact Tisa Horton at (478) 836-3497.

Compensation for this position is \$12-\$15/hr., based on experience. Only the top candidates will receive an interview, and the Crawford County Development Authority reserves the right to reject any and all applications received. The Crawford County Development Authority is an Equal Opportunity Employer.

## **Crawford County Development Authority Job Description**

**Job Title:** Administrative Assistant  
**FLSA Status:** Non-Exempt  
**Department:** Development Authority  
**Reports To:** Development Authority Executive Director  
**Revised:** October 20, 2022

### **Summary:**

The Administrative Assistant will perform administrative and clerical duties to assist the Development Authority Executive Director and Development Authority Board with their mission of attracting economic investment in Crawford County.

### **Essential Duties and Responsibilities:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Act as a receptionist by answering telephones, greeting guests, and processing requests of the public.
- Coordinate the appearance and upkeep of all Development Authority buildings and property throughout Crawford County.
- Maintain appointment schedules for the Development Authority Director and Development Authority Board, and prepare agendas and materials for meetings of the Development Authority Board.
- Make arrangements for meetings and conferences.
- Prepare cost estimates for items to be purchased by the Development Authority.
- Assist in processing payroll and maintaining related personnel records.
- Sort and distribute mail and correspondence.
- Proof and review of documents, correspondence, and reports.
- Establish and maintain filing systems and perform data entry functions.
- Type a variety of materials, including administrative and public reports.
- Support the Development Authority Executive Director and Development Authority Board by performing special projects.

### **Knowledge, Skills, and Abilities:**

Must be knowledgeable in the following principles, procedures, and concepts:

- Knowledge of modern office practices and procedures.
- Knowledge of English grammar and spelling.
- Knowledge of personal computers and basic office programs and equipment.
- Knowledge of bookkeeping principles and practices.
- Ability to communicate with board members, other employees, and business prospects.
- Ability to establish priorities, stay focused, and simultaneously address multiple issues.
- Ability to establish and monitor complex record-keeping systems.

- Ability to use discretion in handling sensitive materials and confidential information.
- Ability to maintain effective working relationships with fellow employees and members of the general public.

**Supervisory Control and Responsibilities:**

None.

**Guidelines:**

Guidelines include the Crawford County policies and procedures, applicable state and federal grant program requirements, and legal precedents affecting economic development. These guidelines require judgment, selection, and interpretation in application.

**Minimum Training and/or Experience to Perform Essential Job Functions:**

The Administrative Assistant should possess a level of competency commonly associated with the completion of an associate degree and at least two years of clerical experience, or any equivalent combination of education and experience, which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of this position.

**(ADA) Minimum Qualifications or Standards Required to Perform Essential Job Functions**

**Language Skills:**

Must possess the ability to read, interpret, and explain written materials. Must also possess the ability to understand and follow oral or written instructions.

**Mathematical Skills:**

Must have the ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

**Communication Skills:**

Must be able to communicate effectively in both oral and written form, in a professional manner. Should also possess the ability to clearly and concisely convey information through routine reports and correspondence.

**Reasoning Ability:**

The Administrative Assistant must have the ability to interpret and understand instructions furnished in written, oral, tabular, spreadsheet, financial report, or diagram form.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to sit and stand, use a computer, talk, and listen. The employee is frequently required to walk, occasionally outside and on rough terrain. The employee must occasionally lift and/or move up to 25 pounds. Some travel throughout Crawford County is required.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The typical work environment is within noise levels, usually low.

*I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by Crawford County to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.*

*Employee's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Supervisor's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_