



ADMINISTRATIVE SPECIALIST - COMMUNITY EVENTS

POSITION DETAILS

Position Title:	Administrative Specialist - Community Events
FLSA Classification:	Non-Exempt
Salary Grade:	7
Reports To:	Community Events Manager
Cell Phone Stipend:	<input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Ineligible
Supervisory Functions	<input type="checkbox"/> Full-Time Employees <input type="checkbox"/> Seasonal Employees <input type="checkbox"/> Part-Time Employees <input type="checkbox"/> Volunteers <input type="checkbox"/> Temporary Employees <input checked="" type="checkbox"/> No Supervisory Functions

BASIC FUNCTION

Administrative Specialist positions provide administrative assistance to a department or division to coordinate daily efforts with minimal supervision. Administrative Specialist positions in different departments or divisions may have tasks that vary widely, while overall responsibilities are very similar. Typical responsibilities include broad administrative support as required, data entry, accounting, reporting, research, and special projects as assigned. Accuracy, attention to detail, and the ability to coordinate and communicate effectively and provide exceptional internal and external customer service are required of all Administrative Specialists.

DISTINGUISHING CHARACTERISTICS

The Administrative Specialist – Community Events provides administrative assistance and programmatic support to the Community Events Division operations, activities, and initiatives and is supervised by the Community Events Manager. Work includes on the ground support for implementing the weekly Moscow Farmers Market, and minor and major annual events such as National Farmers Market Week Celebration, Mayor’s Golf Tournament, Light up the Season, and more. In-office and administrative tasks include maintenance of office operations, coordinating volunteers, designing and preparing public relations materials, creating social media content, coordinating agendas and minutes for Commission meetings and more.

The schedule for this position adjusts seasonally to coincide with the Moscow Farmers Market operations. This position requires a Tuesday through Saturday schedule from May to October, and Monday through Friday for the balance of the year. Other nights and weekends for special events are required. Examples of responsibilities include (but are not limited to) assisting with the physical set-up and tear-down of special events, preparing for street closures, coordinating with multiple departments on special events, and overseeing equipment inventory and maintenance.



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ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- As a dependable and disciplined self-starter, manage routine and advanced duties for the assigned department or division to ensure the efficient and smooth day-to-day operation of the department or division.
- Manage administrative requests and queries for the assigned department or division; examples of responsibilities include (but are not limited to) organize files, create correspondence, prepare reports, memos and other documents, manage calendars to schedule appointments, sort mail, prepare invoices, reconcile accounts, make travel arrangements, receive and process payments, coordinate meetings and events, and offer general staff support, track office projects and maintain related files and records; develop and maintain extensive filing systems and computerized systems to maintain records and data.
- Prepare a variety of statistical, financial and narrative reports and records as necessary such tasks may include but are not limited to maintaining and monitoring departmental budget as directed, time records, and data entry and reporting.
- Serve as a Deputy City Clerk to provide staff support and clerical and administrative assistance to boards, commissions and committees as directed; take and transcribe detailed minutes; prepare reports, agendas, correspondence and other materials as assigned.
- Perform a variety of receptionist duties; provides general information on departmental processes, procedures, projects, etc. or refers to appropriate staff member.
- Provide administrative support for other City departments as needed.
- Use excellent oral and written communication skills, serve as initial point of contact, answer phones and greet external customers and internal customers or staff; be a reliable resource for all department or division staff and activities to efficiently manage information flow.
- Review forms, data and other information and documents to ensure accuracy and conformance with established procedures and/or policies.
- Exercise good judgement in all matters including maintaining confidentiality as appropriate in all responsibilities and tasks.
- Assist staff with special projects as assigned; research projects as assigned; coordinate communications with other departments, agencies, civic groups and cities as assigned.



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REQUIRED EDUCATION AND EXPERIENCE

- Graduation from high school or GED.
- Two (2) years increasingly responsible administrative office support or customer service experience.
- Six (6) months related experience in a hospitality management, local government or non-profit environment is preferred.
- One (1) year experience with youth and local food programming is also preferred.
- Six (6) months experience with design in Adobe Creative Suite.

REQUIRED LICENSES AND CERTIFICATIONS

Valid Driver's License

COMPETENCIES

Knowledge of

- Financial and statistical record-keeping techniques
- Modern office practices, procedures and equipment
- Operation of a personal computer and data entry and data base management techniques for record maintenance and report generation
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy

Ability To

- Work well under pressure; meeting multiple and sometimes competing deadlines.
- Maintain composure in a variety of settings while managing customer requests.
- Demonstrate cooperative behavior with colleagues, supervisors, and members of the public
- Communicate effectively verbally and in writing
- Operate a variety of office equipment and software specific to the department or division the position serves
- Learn and manage processing requirements and procedures for public documents
- Learn and manage governmental budget preparation and control techniques
- Learn applicable laws, codes, regulations, policies and procedures related to assigned area

Skill In



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- Microsoft Suite
- Marketspread
- Submittable

WORK ENVIRONMENT

- Office setting
- Outdoor work
- Adverse weather conditions
- Constant interruptions

WORKING CONDITIONS

- Climbing ladders to set up for events.
- Lifting and carrying objects weighing up to 50 pounds.
- Pushing, pulling and reaching.
- Hearing and speaking to exchange information and make presentations.
- Operating City vehicles and/or equipment.

TRAVEL

- Regular travel within the City and County; Occasional travel outside of local area.
- Conferences and professional development opportunities.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AFFIRMATIVE ACTION/EEO STATEMENT

The City has an equal employment opportunity policy. The City will not discriminate against an applicant for employment, which includes discrimination on the basis of race, color, gender, religion, sex (including pregnancy), national origin, physical or mental disability, age, marital or familial status, sexual orientation, and gender expression or identity.