



**OUR VISION:**

*To be the acknowledged leader in public assembly venue management in the region*

**OUR MISSION:**

*To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues*

**OUR VALUES:**

*Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community*

<b>Job Title</b>	Administrative Assistant	<b>Bargaining Unit</b>	Non-represented
<b>Functional Job Family</b>	Administrative Support	<b>Classification #</b>	8046
<b>FLSA</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<b>Salary Grade #</b>	213
<b>Position Status</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<b>Revision Date</b>	March 2007

**CLASSIFICATION DESCRIPTION**

Provide administrative support to assigned department(s) within Metropolitan Exposition Recreation Commission (MERC) facilities. Perform general clerical functions in support of accomplishing goals and objectives of department.

**DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

1. Compiles, verifies and enters data into payroll system; generates payroll related reports; researches and resolves payroll issues.
2. Creates and edits general correspondence, newsletters, memos, event calendars, forms and/or other documents that support the efforts of assigned department.
3. Assists with preparing confidential or sensitive documents, such as contracts and human resources related paperwork.
4. Assists with coordinating calendars and scheduling meetings, appointments, travel arrangements, etc.
5. Compiles, verifies and enters data into assigned databases; ensures accuracy and thoroughness of data; generates statistical and comprehensive reports; retrieves and verifies incidental documents, reports and information as required.
6. Provides customer service to clients, exhibitors, contractors and other visitors; researches and resolves client account questions; assists exhibitors with service orders.
7. Answers telephones, and greets and refers visitors to appropriate staff member or department.
8. Provides backup administrative support to various departments.
9. Assists with accounting functions; verifies accounts payables/accounts receivables, prepares invoices, tracks billing and payment information, and reconciles credit card accounts.



10. Assists in budget preparation and tracking.

**Secondary Functions:**

1. Orders and maintains supplies and arranges for equipment maintenance as needed.
2. Attends and participates in staff and committee meetings.
3. Organizes and maintains file system by filing correspondence and other records.
4. Opens, sorts, and distributes incoming correspondence, including faxes and email.

**SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibility but may provide leadership and guidance to volunteer staff and/or assist with orientation of new members of the work group.

**EDUCATION AND/OR EXPERIENCE; CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- High School Diploma or GED, and
- A minimum of two (2) years experience in a administrative support or general clerical position, or
- An equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar
- Administrative and clerical procedures and systems such as word processing, file management and record keeping
- Basic accounting, professional writing and basic report preparation
- Intermediate skills in Windows based programs, such as Word and Excel.
- Prioritize and multi-task; must be organized and flexible to change course of work/projects as circumstances dictate
- Work with information of a confidential or sensitive nature discreetly and effectively
- Establish and maintain effective, cooperative working relationships with those contacted in the course of work
- Operate general office equipment such as a computer, copier, fax machine, calculator and scanner
- Operate multi-line phone system
- Work effectively with information management systems, and adapt quickly to system changes and updates
- Communicate clearly and concisely, both orally and in writing
- Work various hours, including evening, weekends, and holidays



**PHYSICAL DEMANDS / WORK ENVIRONMENT:**

- Majority of work is completed in a general office environment with exposure to moderate levels of noise in a well-lit, well-ventilated and moderately paced environment.
- Continuously required to read computer screen; hear and/or respond to verbal/audio cues; perform repetitive motions of hands and wrist.
- Frequently required to reach with hands and arms.
- Occasionally required to stoop, bend and kneel; stand and/or walk for extended periods of time; lift, push, pull and/or carry objects up to 10 pounds.

*“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”*

APPROVED:

\_\_\_\_\_  
MERC General Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
MERC Human Resources Manager

\_\_\_\_\_  
Date