



## **CLASSIFICATION DESCRIPTION**

**TITLE: Project Assistant**

**JOB CODE: 10 (Non-Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

The Project Assistant for the Innovation & Economic Growth Division will report directly to the department head. The Project Assistant will assist as a liaison between the City's partners (including citizens, businesses, clubs and other organizations) and will help drive innovative strategies and marketing efforts (including events and programming) to support the City's initiatives. The Project Assistant will assist in implementing programming for current and future efforts around Town Center, the Innovation District and other City economic growth initiatives. Additionally, this position will assist in implementing and supporting outreach efforts for engaging green industries, entrepreneurs, job growth and pathways to further grow and support our community. This position will require complex office support and/or coordinating duties for a specified unit/department. This position will perform both routine and non-routine administrative support duties as dictated by the nature of the work area. This position will perform other related work as directed.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Participates in department programming and events, e.g. internal and external meetings, public gatherings, community events, vendor booth opportunities, that support the City's innovative and economic initiatives.
- Performs a wide variety of complex administrative support duties, e.g., customer service tasks, relaying and resolving routine telephone and/or walk-up inquiries, scheduling calendar items and meetings, generating a variety of standard documents and correspondence, processing forms, performing data entry, and establishing and maintaining records.
- Receives, processes, and/or prepares standard materials appropriate to assigned department, e.g., marketing material, correspondence, memos, agendas, minutes, charts, permits, legal documents, orders, requisitions, ordinances, reports, manuals.
- Performs a wide variety of typing assignments which may be confidential in nature; operates a computer to enter data, draft, edit, revise, and print letters, tables, reports, marketing efforts and other materials.

- Receives inquiries and requests from the general public and business community, through friendly, professional customer service skills, ascertains the needs of the customer and provides appropriate assistance and information; responds to escalated customer service issues.
- Performs a wide range of staff and/or operational support activities; may serve as a liaison with other departments, community organizations, industries and businesses on basic administrative and/or operational matters.
- Sorts, screens, and distributes incoming and outgoing mail; drafts or prepares responses to routine inquiries; prepares photocopies and facsimiles, and operates a variety of office equipment.
- Establishes, maintains, processes, and updates files, records, certificates, and/or other documents.
- Arranges meetings and conferences, schedules interviews and appointments, and performs other duties related to maintaining one or more individual schedules.
- May order, stock, and distribute office supplies.
- Performs standard, routine bookkeeping functions, which may involve general billing and cash receipt and accounting activities.
- Performs research and creates tracking systems.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or GED; supplemented by four (4) years progressively responsible experience in customer service and general administrative support functions, which provides broad exposure and practical application of current office systems technology and associated software support systems; or an equivalent combination of education, training, and experience.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess and maintain a valid Florida Driver's License.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- General marketing capabilities and standards, e.g. writing, social, editing.
- Ability to understand and follow verbal and written instructions.
- Skill in business English, e.g., correspondence formats, spelling, punctuation and grammar.
- Intermediate level business mathematics, including addition, subtraction, multiplication, division, percentages and decimals.
- Ability to utilize personal computers, standard office equipment and standard software

applications, e.g., word processors, database software, spreadsheet applications.

- Ability to plan, organize, and assist schedules and meetings.
- Skill in routine administrative support functions, e.g., bookkeeping, data entry, typing, reports processing.
- Ability to generate routine correspondence, summaries and reports in a clear and concise manner; ability to compose correspondence, summaries and reports.
- Ability to establish and maintain effective records maintenance and file management systems; ability to read, update and maintain various records and files.
- Knowledge of pertinent federal, state and local rules, regulations, ordinances, and other regulatory standards applicable to the work.
- Ability to establish and maintain effective working relationships and communications with co-workers, internal/external customers, department management and the public.
- Ability to multi-task and manage high work volume.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 35 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.