

**ATHENS DOWNTOWN DEVELOPMENT AUTHORITY**  
**Executive Assistant to the Director**

The Executive Assistant to the Director is an advocate for Downtown Athens at all times. The Executive Assistant to the Director will be a positive and energetic source for the long-term revitalization of Downtown Athens.

The Executive Assistant to the Director promotes excellence in business practices, customer service, and compliance with local, state, and federal regulations.

**RANGE OF DUTIES:**

The Executive Assistant to the Director's duties will encompass a variety of tasks—primarily clerical, bookkeeping, customer service, and basic human resources.

Under the supervision of the Executive Director, the Executive Assistant to the Director will:

- Manage administration of the ADDA office, including payroll, bookkeeping, purchasing and maintaining office equipment and supplies, processing mail, and filing.
  - Accounts Payables/Receivables/Invoicing
  - Coordinate Banking
  - Manage accounts using ***Peachtree Accounting Software***
- Continually update, maintain, and manage all internal databases using Microsoft Excel and Access.
- Provide superior front office customer service. Answer phones and manage the front desk.
- Attend all meetings of the Board of Directors, as well as committee, sub-committee, and task group meetings as necessary or as indicated by the Executive Director.
- Take, type, and distribute minutes from monthly Board of Directors meeting and other meetings as requested by the Director.
- Assemble and distribute Board and committee packets (meeting agendas and minutes).
- Provide assistance to Main Street committees as directed by the Executive Director. Executive Assistant to the Director may perform committee duties if directed by the Executive Director.
- Help create and maintain procedures for special events, personnel, by-laws, vacancy tracking, data for semi-annual reports, and other projects as needed.
- Prepare necessary reports, summaries, and research projects.
- Be knowledgeable about the four-point Main Street approach to economic revitalization.
- Produce press releases and maintain good relations with the various media in the area.
- Produce and edit mass communication (e-mails, letters, newsletters, etc.).
- Perform other duties as may be assigned by the Executive Director.

**QUALIFICATIONS:**

- Bachelor's Degree in business management, public administration or related field and three years of experience in accounting, customer service, business organizations, small business development, public relations, planning, historic preservation, or related field required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.
- Main Street experience is preferred.
- Must be self-motivated, detail oriented, and well-organized; with the ability to work efficiently and independently.
- Must have excellent written and verbal communication skills.
- Must have general computer skills and be proficient in word processing, spreadsheet, and database applications.
- Must be willing to occasionally work and attend events during evening and weekend hours.
- Must have the ability to provide exceptional customer service.
- Must have/maintain a professional demeanor and appearance at all times.
- Must be able to write and speak in English using correct grammar and punctuation.
- Must pass a background check and submit to random drug testing.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **PHYSICAL REQUIREMENTS**

- Must be physically able to operate a variety of machinery and equipment including a computer, typewriter, copier, fax, mail machine, and calculator.
- Must be able to use body members to work, move, or carry objects or materials.

*The Americans with Disabilities Act (ADA) minimum qualifications or standards required to perform the essential functions of the position. Physical demand requirements are at levels of those for light work. This position requires:*

- Walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, and repetitive motions.
- Must have the ability to use one hand for twisting or turning motion while coordinating the other hand with different activities.
- Must have minimal levels of eye/hand/foot coordination.
- Must be able to exert up to twenty pounds of force occasionally and/or up to ten pounds of force frequently.

#### **INTERPERSONAL COMMUNICATION**

- Requires the ability to speak and/or signal people to convey or exchange information.
- Includes giving and receiving assignments and/or directions to co-workers or assistants and from supervisors.
- Must be able to communicate via telephone. Requires the ability to talk and/or hear.

- Talking - expressing or exchanging ideas by means of spoken words.
- Hearing - perceiving nature of sounds by ear.

### **LANGUAGE ABILITY**

- Requires the ability to read a variety of schedules, permits, minutes, news releases, reports and informational documentation, directions, instructions, and methods and procedures.
- Requires the ability to prepare reports, news releases, minutes, letters, and other documents using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Requires the ability to speak to people and groups of people with poise, voice control, and confidence.
- Requires the ability to learn and understand complex principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgement in the absence of management.
- Requires the ability to deal with people beyond giving and receiving instructions.
- Must be adaptable to performing under considerable stress when confronted with an emergency.
- May require the ability to differentiate between colors and shades of color.

### **VERBAL & NUMERICAL APTITUDE**

- Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions.
- Must be able to communicate effectively and efficiently in a variety of administrative, technical, or professional languages including accounting, accounts receivable and accounts payable.
- Requires the ability to add and subtract totals, to multiply and divide, and to create and utilize mathematical formulas as needed.

**Interested parties must submit a resume, letter of interest, references, writing sample, and salary requirements by September 17, 2010 to:**

Kathryn Lookofsky, Director  
Athens Downtown Development Authority  
Post Office Box 1295  
Athens, Georgia 30603

E-mail: [director@downtownathensga.com](mailto:director@downtownathensga.com)  
(The e-mail subject line should read "Executive Assistant")  
Fax: 706-353-8526

No phone calls, please.