

# D R A F T

## URBAN RENEWAL ADMINISTRATIVE AIDE

GENERAL STATEMENT OF DUTIES: Serves as administrative aide to the Director of Urban Renewal which includes the daily management of the office and participation in meetings and presentations in the absence of the department head.

SUPERVISION RECEIVED: Works under the supervision of the Director of Urban Renewal, who assigns tasks to conform to policy.

SUPERVISION EXERCISED: Supervision is not a normal responsibility of this position, however, clerical staff may be assigned.

EXAMPLES OF PRINCIPAL DUTIES: An employee in this classification will perform any or all of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Responsible for the day to day operations of the office.
2. In the absence of Director, meets with prospective businesses and/or expanding businesses to provide guidance on tax qualification information and apply it to the special situations of each business.
3. Responsible for preparing documentation of the advantages, livability, business atmosphere, demographics, and labor trends inherent in our community with prospective clients in written form and when necessary a one on one presentation.
4. In the absence of the Director, may be required to give presentations that will enhance the County's image in generating economic development.

### RECRUITING REQUIREMENTS

KNOWLEDGE, SKILLS AND ABILITY: Ability to make decisions independently in accordance with established policies and to use initiative and judgement in carrying out responsibilities with minimal instruction and guidance; ability to train and supervise clerical personnel and to work harmoniously with other employees; ability to use tact and judgement in dealing with the public and officials from other agencies; ability to speak before a group of people; thorough knowledge of accounting, bookkeeping, budget principles, and basic management practice; considerable knowledge

of reporting and data gathering techniques and organization, grant management, development and preparation of narrative and statistical reports; working knowledge of modern practices and methods of office management and supervision; ability to type and use office machines; and ability to compose letters and reports in effective style and proper business form.

EXPERIENCE AND TRAINING: High school education or equivalent, with additional supplemental college coursework and training in management, bookkeeping and payroll; three years experience in office work including secretarial experience of a progressively responsible nature or an equivalent combination of training and experience.