



ECONOMIC DEVELOPMENT ASSISTANT

702

DEPARTMENT: County Administration/Economic Development

NATURE OF WORK:

Performs advanced administrative support work and conducts assigned special projects for the Office of Economic Development (OED) and the Economic Development Authority. Assists in research and marketing support functions, including special promotional projects and events. Work is performed under the general supervision of the Economic Development Director.

ESSENTIAL FUNCTIONS OF THE JOB:

Makes initial contact and follows-up with initial mail and electronic inquiries, potential and maturing prospect inquiries, and those qualifying as bonafide economic development prospects.

Uses desktop publishing for a variety of in-house promotional publications.

Maintains computerized prospect tracking system using data base software; produces customized reports.

Develops and maintains existing industry visitation schedule for Director and Assistant Director.

Identifies sources and conducts basic research as directed, based on customer needs.

Compiles and classifies information and data, prepares comprehensive monthly and quarterly internal and external division activity reports.

Assists with or coordinates special events and promotional projects as directed.

Develops, in coordination with the Graphics Specialist, a variety of graphic design work for division brochures, posters, flyers, presentations, reports, and covers.

Works with the County's Web Master to maintain and update the OED web site.

Assists with the creation and maintenance of the OED and EDA budgets; tracks income and expenditures and creates reports.

Processes and tracks routine invoices, statements, encumbrances, and economic development capital projects in conjunction with Financial and Management Services staff.

Performs research, obtains quotes, and makes recommendations regarding purchase of supplies, equipment and promotional items.

Serves as Recording Secretary for EDA meetings.

Tracks Industrial Revenue Bond application documents and fee collection.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily in an office environment, with some occasional field work required. Operates telephone, calculator, copy and fax machines, computer keyboard and mouse, postage machine, and audio/visual. Requires occasional driving of County vehicle.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of effective office practices and procedures.

Considerable knowledge of correct business English, spelling, and punctuation.

Knowledge of multi-media and related software; computer desktop software including Microsoft Office; and graphic design, data base, and spreadsheet software.

Some knowledge of the Internet, web site development and maintenance, and related operating and telecommunication procedures.

Skill in accurately performing data entry, record keeping, and systems maintenance.

Ability to use and troubleshoot computer software programs.

Ability to establish and maintain effective working relationships with other employees, representatives of other agencies, County businesses and the public.

Ability to handle multiple priorities effectively and accurately and meet deadlines.

Ability to be flexible and handle multiple interruptions.

Ability to take and transcribe minutes of meetings.

Ability to work effectively as a member of a team.

Ability to work without close supervision and maintain confidentiality.

Ability to handle confidential information.

MINIMUM QUALIFICATIONS:

Associates Degree in business, management information systems, marketing, or related area and some experience in one or more of the above fields; or any equivalent combination of acceptable education and experience demonstrating the knowledge, skills, and abilities cited above

NECESSARY SPECIAL QUALIFICATION:

Requires a post-offer credential check.

Requires a post-offer driving record check.

Must possess a valid Virginia Drivers License and have an acceptable driving record based on James City County's criteria.

Must be able to work a flexible schedule, including some early mornings, nights and weekends.

Requires the ability to travel among various work sites.

Date: December 2007

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Economic Development Assistant Position Number: 702
Department: County Administration Division: Economic Development

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- Not essential to job functions

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input checked="" type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: <u>audio-visual equipment</u> _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift	✓						✓		
Push/Pull	✓						✓		
Hold/Carry	✓						✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

- | <u>Ladders</u> | <u>Stairways</u> | <u>Steps</u> |
|---|--|--|
| <input type="checkbox"/> Step stool | <input checked="" type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input checked="" type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand	✓						✓		
Sit					✓				✓
Walk	✓							✓	
Run	✓								

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			