

Evermore Community Improvement District  
*Job Description for*  
**Executive Assistant**

May 2008

The Evermore Community Improvement District (CID) is a self-taxing association of commercial property owners located on U.S. 78 from the DeKalb County line to the City of Snellville. The mission of the CID is to establish a vibrant, upscale destination area; improve business development opportunities; and enhance property values by developing and promoting coordinated transportation and community character improvements to benefit property owners, business owners, and residents along the Highway 78 corridor. The Evermore CID employs three full-time staff – an Executive Director, an Economic Development Manager, and an Executive Assistant that work closely with numerous consultants, governmental agencies, corporations, and citizens to accomplish our goals.

The following describes the primary duties and responsibilities of the Evermore CID Executive Assistant. This position reports directly to the CID Executive Director and is an executive support role requiring a high degree of self-motivation, coordination, organization, and professionalism. This position is a salaried position classified as “exempt” in compliance with Fair Labor Standards Act and is not eligible for the payment of overtime. Salary is negotiable based on qualifications and experience.

### **Qualifications / Compensation**

The preferred candidate will possess the following qualifications:

- Minimum two-year degree in business related field or four years Executive Assistant experience; bachelor degree preferred
- Proficient computer skills (Word, Excel, Outlook, QuickBooks, internet) required
- Excellent communication skills (written, oral, public speaking, and presentation)
- Strong organizational skills, self-motivated, ability to work independently
- Prior experience in business development or governmental support a plus
- Some travel required; primarily local for meetings/events
- Occasional evening/weekend hours required; primarily for meetings/events

The Evermore CID provides the following compensation for this position:

- Salary range depending on qualifications: \$28,500 – \$38,500
- Eight paid holidays a year
- One week paid vacation during year one; two-weeks paid vacation thereafter
- Mileage and expense reimbursement
- 457 Deferred Compensation Retirement Plan (employee funded)
- Standard Worker’s Compensation insurance coverage

## **Administrative Duties and Responsibilities**

### ***Communications***

Send meeting reminders to all Board members approximately two weeks before each regular meeting. Confirm attendance with each Board member at least one week in advance of the meeting. If a quorum is not likely, take action to reschedule the meeting. Meeting notice reminders e-mailed to all "Friends of Hwy 78". Post public notice of Board Meetings in compliance with Georgia Open Meetings law.

Prepare and send letters and e-mail messages as needed and directed by the Executive Director. Strong written communications skills are mandatory. Candidate must demonstrate ability to prepare professional, business correspondence.

Develop and maintain an accurate database and associated mailing list consisting of all CID commercial property owners, exempt owners, merchants and businesses and key contacts for the CID. This critical duty requires an extensive knowledge of Microsoft Excel and strong organizational skills and attention to detail.

Manage the process of preparing and implementing mass-mailings to the groups identified above. Anticipate needs – supplies, postage, etc. and prepare in advance for delivery of printed materials to insure mailing is timely and accurate.

Coordinate the preparation, production and distribution of the CID's newsletter. Prepare articles for the newsletter at the direction of the Executive Director. Develop, coordinate, prepare, produce, and distribute other CID marketing and communication materials as needed and/or directed by the Executive Director. Work closely with public relations professionals developing timely and frequent press releases, media placements, news stories, and communications. Catalog in an attractive and orderly fashion all media relevant to the CID for historical record keeping.

Research and prepare policy position statements / papers on important issues to the CID.

Participate in the CID's advocacy efforts with all constituencies.

Prepare and deliver presentations on relevant CID topics and issues to a broad range of constituencies including the CID Board, property owners, business owners, government officials and staff, vendors, consultants, civic groups, homeowners, and others. Attend various events as a representative of the CID and prepare, set-up, and staff displays.

Maintain and update the CID's Website. Current site developed with Microsoft FrontPage. Applicant must have working knowledge of FrontPage, html, or other web publishing software and demonstrate ability to modify existing site.

The Executive Assistant shall report regularly and frequently all activities and issues of importance to the Executive Director. Provide the Executive Director a weekly Project Status Report on all activities.

## *Office Management*

Provide direct supervision for any permanent or temporary clerical or technical support staff including interns, contract labor, and program managers as assigned by the Executive Director.

Review all contracts for materials or service to ensure accuracy in content and form. Refer all contracts to CID attorney for review upon authorization of Executive Director.

Maintain all CID policies and procedures. Review all policy documents not more than annually to ensure that provisions are current. Update as needed.

Act as the “keeper of records” for all CID documents. Maintain the CID’s file system. Prepare and update the file systems master index as need. Superior organization skills are mandatory for this position.

Provide CID documents for public review upon request in compliance with Georgia “Sunshine” laws.

Take action to ensure timely and accurate coordination with all appropriate individuals and organizations as specified by the Gwinnett County and City of Snellville Cooperation Agreements.

Order and maintain all office supplies and reference material for the CID. Purchase office supplies, furniture and fixtures in accordance with CID expenditure policy with vendor preference given to U.S. 78 merchants. Order and maintain all office furniture and equipment in compliance with the CID expenditure policy.

Provide maintenance and cleanliness of all offices including weekly organization, cleaning, and trash removal. Prepare all offices for visitors, guests, and meetings to include supplying and offering refreshments, writing materials, and take-away materials.

Report any office maintenance issues to the property manager.

CID Board meeting preparations including meeting room set up and break down room.

Prepare and mail letters and notices to the CID Property Owners, 78 Business owners and other CID contacts at the direction of the Executive Director.

Send fax messages as directed by the Executive Director

Backup office computer files and ensure that backup files are maintained off-site to facilitate disaster recovery.

Take action on a daily basis to collect CID mail from the City of Snellville and Heritage Village mailbox.

Complete miscellaneous tasks at the direction and discretion of the Executive Director.

### ***Financial Management***

Receive and process all bills and invoices for the CID. Review statements for accuracy, completeness and compliance with contract provisions. Refer any questions or problems to the originator for resolution.

Following review, approve all bills and invoices and enter into the CID's accounting system and, twice a month, forward to the Executive Director for approval and the CID Treasurer for preparation of payment checks.

Upon receipt of the payment checks for the Treasurer, log the transactions into the accounting system and mail the payment.

Prepare and submit a bi-monthly payroll report to the Treasurer on the dates specified by the payroll calendar.

This position requires extensive knowledge and experience with QuickBooks Pro. Applicant must demonstrate familiarity with QuickBooks Pro to include entering data, coding, and generating reports.

### ***Executive Director Support***

The primary function of the Executive Assistant is in support of the Executive Director. The Executive Assistant must take all steps necessary to fully inform and prepare the Executive Director for any issue that may present itself.

Provide staff support to and for the Executive Director including communications, secretarial, chief-of-staff, coordination, scheduling, liaison, and representation.

Act as a central point of contact and coordination for the Executive Director to insure timely, accurate, and complete preparation for meetings, projects, programs, and correspondence.

Communicate regularly and frequently with the Executive Director on all issues of importance providing any documentation and research necessary for appropriate decision-making.

Responsibilities include assisting with management of the Executive Director's calendar and travel schedule including scheduling meetings and travel itineraries.

Perform the duties of a "Confidential Secretary" to the Executive Director by securing sensitive information and protecting the privacy of information and individuals.

This position requires extensive knowledge and experience with Microsoft Outlook and familiarity with all forms of communication including voice, email, pager, and text.

The Executive Assistant shall conduct, perform, and be responsible for other duties as requested by the Executive Director.

## **Programs and Projects**

### ***Highway landscape & infrastructure maintenance***

Serve as the primary point of contact for the CID Landscape Maintenance program.

Conduct weekly site surveys of the Highway 78 corridor to review the quality and completeness of work by the landscape maintenance contractor. Submit weekly reports to the contractor, with a copy to the Director, of deficiencies and recommendations. Ensure that the contractor corrects any deficiencies in a timely manner.

Based on feedback from the landscape company; submit weekly reports to GDOT's Adopt-A-Highway coordinator and Gwinnett Clean and Beautiful's Adopt-A-Road coordinator summarizing the amount of trash collected each week.

Plan and coordinate with GwDOT and the Gwinnett County Police concerning any major highway maintenance projects that will affect traffic on U.S. 78.

The Executive Assistant shall report highway infrastructure problems or deficiencies to GDOT's District Maintenance Manager.

### ***Security Program***

Serve as the primary point of contact for the CID Security program. The Executive Assistant is responsible for Security Team scheduling, payroll, and reporting functions.

Obtain patrol reports from Gwinnett County Police and/or other security force. Forward copy to the Merchants Association and maintain a file of the original reports.

Facilitate the process of providing payment checks to the Gwinnett County Police officers, private security, and/or on-duty officers.

Prepare reports, memos, graphs, and other documentation and present to the CID Board of Directors detailing the public safety activities and results.

### ***Gwinnett County Code Compliance***

Serve as primary point of contact for Code Compliance issues. Receive complaints and take appropriate action as determined by CID policy and / or the advice of the Executive Director.

Conduct periodic reviews of the appearance and types of business in the CID area. Make notes on any apparent violations of Gwinnett County code concerning the appearance of the property and proper usage. This can include, but is not limited to, signage, landscape maintenance, business types and improper location of vehicles or equipment in the highway right-of-way (ROW). Start the compliance process by contacting the business owner or manager to review the situation and seek their support in correcting any problems. Should compliance not be forthcoming within a reasonable length of time, refer the problem to Gwinnett County's area Code Compliance Officer.

### ***Project Management***

Serve as primary point of contact and project coordinator for various CID programs and projects as assigned by the Executive Director. Such projects may include landscape design and installation, transportation oriented projects, grant writing and applications, policy development and lobbying, and others.

### **Other Duties and Responsibilities**

#### ***CID Board Secretary***

This is an elected position by the CID Board of Directors. The CID Executive Assistant shall act as the Board Secretary if so elected by the Board.

Primary duties include:

Prepare and record minutes of all regular and special CID Board meetings.

Produce and distribute draft-meeting minutes to all Board members for review and comment.

Following approval of minutes, produce final approved document and maintain in an organized filing system readily available for public view.

Post approved minutes to the CID website.

Prepare and post CID meeting notice and agenda pursuant to the regulations described in the Georgia Open Meeting Act. Distribute Meeting agendas to all CID Board members at least one week before each regular Board meeting.

As required by the Georgia Open Meeting Act, distribute copies of all Board meeting notices and agendas to the Gwinnett County public organ (Gwinnett Daily Post).

Prepare and distribute CID Board Member meeting reference binders at least three working days before each regular Board meeting. Relevant reference materials for all agenda items are to be included.

Produce and distribute all CID legal notices to the Gwinnett County public organ.

The Executive Assistant shall also conduct and be responsible for other duties as requested by the Executive Director and/or authorized by the CID Board.