Delray Beach Community Redevelopment Agency (CRA)

Job Description Form

Job title: **Administrative Assistant**

Location: **20 N. Swinton Ave, Delray Beach**

Reports to:
Title: **CRA Assistant Director**

Level/Grade: **Pay Range:** **$35,000-$52,000**	**Type of position:** ■**Full-time** ☐**Part-time** ☐ **Contractor** ☐ **Intern**	**Hours: 40/week** ☐ **Exempt** ■ **Nonexempt**

General Description:

Perform a broad range of administrative functions, such as, information and data processing, mailing and delivering materials, scheduling, document reproduction, records management, and various tasks as assigned.

Duties & Responsibilities:

- Provides administrative support as assigned by supervisor
- Assists with property acquisition/maintenance functions
- Serves as backup for the administration of the front desk including reception duties, emails, sorting incoming and processing outgoing mail and overnight deliveries
- Serves as backup for queries from residents, tourists, public officials and the general public and refers them to the appropriate contact for further information
- Performs data entry
- Keeps appointment calendars and schedules appointments
- Schedules meetings, workshops, staff functions, travel arrangements and related issues
- Performs records and file management functions (paper and electronic)
- Website maintenance
- Types using PC-based word processing software and processes letters, forms, reports, schedules and related paperwork.
- Provide Florida notary public functions
- Other duties as assigned

Education, Skills & Experience Requirements:

- High school graduate or possession of an acceptable equivalency diploma with a minimum of three (3) years general clerical experience; some college desirable
- Ability to communicate well both orally and in writing
- Ability to keep track of and manage multiple tasks
- Ability to interact well with others and represent the CRA positively on the phone and in person
- Knowledge of MS Office Systems.
- Ability to type with speed and accuracy

Approved by:

Title: CRA Executive Director

Updated 5/28/15