

**Odessa Chamber of Commerce  
Job Description**

**Job Title:** Administrative Assistant  
**Department:** Economic Development Department  
**Primary Function:** Assist Economic Development Director and Staff  
**Reports To:** Director of Economic Development  
**FLSA Status:** Non-Exempt  
**Revised Date:** July 1, 2019  
**Approved Date:** July 1, 2019

**SUMMARY**

Assist the Economic Development Director and department staff by providing accurate correspondence, reports, file system and information retrieval, and travel arrangements. Serve as recording secretary to OIDC/Grow Odessa and other assigned committees and provide prospects with response to inquiries.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following (other duties may be assigned):

Provide administrative support for information requests from prospective business and industries and assist in bid proposal responses.

Prepare monthly and quarterly department reports, check requisitions as needed, and maintain file system.

Provide technical information and assistance to exporters, including Certificates of Origin.

Coordinate all department correspondence, mail, accounting, reports, travel arrangements, events, and appointments.

Maintain technical marketing equipment and prepare associated presentations; photograph and manage event documentation; budget and account for event expenses.

Administer department contact management database, complete data input projects and maintain security and updates. Perform data input of website information and updates as directed.

Maintain department files, records, project archives and information.

Assist Director of Economic Development and Director of Business Retention and Expansion by preparing packets for the Compliance Committee.

Assure confidential handling of sensitive prospect and file information.

Maintain accurate accounting procedures for the department. Perform accounts payable/receivable duties for the department, Grow Odessa and Texas Scholars.

Assist the Texas Scholars advisory committee with annual fundraising and yearly student participation incentive awards.

Provide relief for Receptionist on an as-needed basis.

**SUPERVISORY RESPONSIBILITIES:** This job has no supervisory responsibilities.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with groups of customers or employees of organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS AND ABILITIES:** Ability to use computer to run word processing and spreadsheet programs and learn other programs as needed.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Current Driver's License

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls. Sufficient dexterity to operate a computer keyboard or calculator. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.