



Development Authority of Polk County

Economic Development Administrative Assistant

Location:	Polk County, Georgia
Type of Position:	Part-Time or Full-Time
Education Requirement:	High School Diploma or GED. A Bachelor's Degree in Public Administration, Business Administration, or related field is preferred.
Experience Requirement:	1-3 Years

Location. Located in northwest Georgia, Polk County is located about an hour west of Atlanta and has a growing retail and manufacturing base. The Development Authority of Polk County serves as the economic development lead agency for Polk County, Aragon, Cedartown and Rockmart, Georgia. The county has a population of 42,470 and has 4-lane access to I-20 and I-75.

The Position. Economic Development Assistant will be responsible for the administrative duties of the office and will also have project management responsibilities as needed. The ideal candidate must be highly organized and detail oriented, be able to work unsupervised and thrive in a fast-paced, team environment.

Minimum Requirements. High School Diploma or GED. A Bachelor's Bachelors Degree in Public Administration, Business Administration, or related field is preferred. Three years' professional work experience. Marketing skills are required. Valid Georgia Driver's License or be able to obtain within 30 days of employment. Preference will be given to economic development certifications and experience.

How to Apply. Cover letter and resume may be submitted to chris@choosepolk.com The position will remain open until filled.



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Economic Development Administrative Assistant Job Description

The purpose of this position is to serve as administrative assistant/office manager with some project management responsibilities for the Development Authority of Polk County, which involves performing skilled and varied administrative duties requiring knowledge of operations and administrative policies and procedures. Duties may involve serving as secretary to a county advisory board or committee. This position will be expected to devote his/her time to economic development and will report to the President/CEO of the Development Authority of Polk County (DAPC).

ESSENTIAL DUTIES AND RESPONSIBILITIES

The job will include performing duties essential to the operational success of the DAPC to include, but not be limited to, the items below:

- Answers telephone calls, assists walk-in customers, responds to inquiries, and provides information as necessary.
- Composes, types, and files a variety of documents using a personal computer and relevant word processing, spreadsheet and database management software.
- Schedules appointments, makes travel arrangements and coordinates conferences and meetings.
- Performs some bookkeeping duties such as processing checks and bank deposits.
- Maintains various inventories for supplies, materials and equipment.
- Provides administrative support to the DAPC: duties include, but are not limited to, preparing, copying and mailing meeting agendas; preparing and binding meeting notebooks; posting meeting notices; setting up meeting place; recording, transcribing, typing and distributing minutes.
- Work with the President to complete accurate and timely Requests for Information.
- Update and maintain the DAPC website to ensure accuracy and timeliness.
- Oversee the organizations Facebook, Instagram and Twitter pages.
- Manage, develop and oversee social media strategy, content and calendar (daily/weekly)
- Respond to inbound social media traffic
- Generate monthly statistical reports with social analytics and trends to track growth
- Increase social media following
- Work with the President on the existing industry program to include an annual face-to-face meeting and survey with each existing industry in the county and conduct an annual (and possibly twice per year) industry appreciation event.
- Prepare marketing and collateral materials.
- Create an e-newsletter to be distributed at least twice per year.
- Research and maintain a database of current demographic, utility, transportation, labor and industrial market data.
- Perform economic and fiscal impact analyses using software and training provided by the DAPC.
- In concert with the President, act as a point of contact for informational inquiries from commercial, industrial, and all other entities relating to Polk County, specific building sites, market and demographic information, etc.

- Under the direction of the President, will develop and maintain personal relationships with economic development contacts, including state project managers, commercial brokers, developers, site consultants, etc.
- Attend professional organizational meetings, functions, trade shows, prospect visits, etc. as requested by the President.
- Apply for and administer grants when necessary.
- Inform President of work progress and conflicts of all activities and projects.
- Maintain self-motivation and ambitious work schedule; position will be expected to produce work drafts under tight deadlines with little to no direction that will be submitted to the President and reviewed and modified as necessary.
- Maintain confidentiality of privileged information at all times.
- Serve as a liaison to various county departments, state government agencies, businesses and the general public regarding daily operations and activities.
- Punctuality and attendance are essential.
- Professional behavior is expected in the workplace and at all work-related functions.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Perform other duties as instructed by the President. These duties will be within reason and within appropriate boundaries.

Position may occasionally require overnight travel, as well as after-hours (outside of Monday – Friday, 8:30 AM to 5:00 PM) participation in meetings and events.

MINIMUM QUALIFICATIONS

High School Diploma or GED. A Bachelor’s Degree in Public Administration, Business Administration, or related field is preferred. A minimum one-year professional work experience is required. Marketing skills are required. Valid Georgia Driver’s License or be able to obtain within 30 days of employment. Preference will be given to economic development certifications and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Applicable State and Local laws.
- English usage, spelling, grammar and punctuation.
- Practices and procedures involved in organizing various types of records and information.
- Modern office procedures, methods and computer equipment including Microsoft Word, Microsoft Excel and Adobe Acrobat.
- Business letter writing.
- Social Media and Marketing experience preferred
- Strong knowledge of SEO, keyword research and Google analytics
- Experience managing and maintaining a website
- Advanced principles and procedures of record keeping.
- Typing and transcribing a variety of correspondence and notes of meetings.
- Operating various types of office equipment including, photocopiers, adding machines, digital recorders, phones, technology and computers using Microsoft Word, Microsoft Excel and Adobe Acrobat.
- Coordinating and maintaining a records management program.