



## CITY OF MCKINNEY

### JOB DESCRIPTION

**JOB TITLE:** MCDC Administrative Assistant  
**REPORTS TO:** MCDC Executive Director  
**FLSA:** Non-Exempt

**JOB CODE NO:** 9321  
**SAFETY SENSITIVE:** No  
**GRADE:** H

### SUMMARY OF POSITION

Under general supervision by the MCDC Executive Director, this position performs all routine secretarial duties and difficult clerical work requiring specialized knowledge of corporation operations. This position is responsible for providing administrative support to the McKinney Community Development Corporation (MCDC). Performs related work as required.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides administrative support: processes a variety of documentation associated with department operations within designated timeframes and per established procedures.
2. Writes articles for newspaper and other media concerning projects that the MCDC Board has approved.
3. Works with consultants on posting annual reports and advertisements in various publications.
4. Provides administrative/secretarial support for management and/or staff of assigned department: relieves management staff of routine administrative tasks; screens telephone calls, mail, e-mail, and other communications and initiates appropriate action/response; types, composes, edits, or proofreads various documentation; maintains calendars and schedules meetings, appointments, interviews, or other activities; coordinates travel arrangements, accommodations, conference registrations, or related plans for department staff.
5. Provides administrative support for Board, Commission, committee, or other meetings: prepares meeting agendas, packets, and related documentation; coordinates arrangements for meeting rooms/facilities, equipment, refreshments, setup/cleanup, or other requirements; notifies participants of scheduled meetings; posts
6. Creates, maintains, and updates departmental databases: receives departmental forms/applications and enters data into computer database; updates current status of data in computer; generates computer reports.
7. Answers telephone calls and greets visitors: ascertains nature of business, directs callers/visitors to appropriate personnel, and records/relays messages; retrieves messages from voice mail or answering machine; initiates and returns calls as necessary.
8. Performs customer service functions in person, by telephone, and by mail: provides information/assistance regarding City, department, or division services, procedures, documentation, fees, or other issues; assembles and/or distributes forms, packets, or other documentation as requested; responds to routine questions or complaints; researches problems/complaints and initiates problem resolution.
9. Types, prepares, transcribes, proofreads, and/or completes various forms, reports, correspondence, logs, lists, schedules, itineraries, agendas, meeting minutes, attendance records, time sheets, payroll documents, purchase requisitions, check requests, petty cash slips, travel requests, proclamations, or other documents.

10. Receives various forms, reports, correspondence, logs, schedules, agendas, meeting minutes, staff reports, time sheets, invoices, statements, requisitions, budget reports, purchase orders, applications, submittal documents, attendance records, computer operational guides, policies, procedures, manuals, maps, directories, catalogs, reference materials, or other documentation; reviews, completes, proofreads, processes, forwards or retains as appropriate.
11. Maintains file system of various files/records for the department: prepares files, organizes documentation, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents.
12. Operates fax machine to send/receive documentation: distributes/delivers incoming faxes to appropriate personnel; replenishes fax paper and cover sheets.
13. Processes incoming/outgoing mail: sorts, organizes, opens, stamps, and/or distributes incoming mail; receives/signs for incoming mail/packages and delivers to appropriate personnel; processes outgoing mail.
14. Compiles administrative and/or statistical data pertaining to department operations: consolidates data; enters data into computer; prepares reports/lists.
15. Conducts research of department files, database records, hardcopy materials, Internet sites, or other sources as needed.
16. Maintains current manuals, City ordinance manuals, code books, map books, directories, and other reference materials.
17. Monitors inventory of department supplies and forms: ensures availability of adequate materials to conduct work activities; initiates requests/orders for new or replacement supplies; obtains price quotes and prepares purchase requisitions..
18. Performs other duties as assigned.
19. Comply with all written City policies and procedures.
20. Adhere to assigned work schedule as outlined in City and department attendance policies and procedures.

### **KNOWLEDGE, SKILLS, ABILITIES, AND BEHAVIORS**

- Requires the ability to calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.
- Requires the ability provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of descriptive data and information, such as city policies, software manuals and commodity code guides.
- Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; ability to interpret graphs.
- Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.
- Requires the ability to perform skilled coordinated movements, such as operating a computer terminal, printers, fax machine and various office equipment.

- Pass a drug screen and a background check.
- The ability to work in a team environment; contribute as a team member and treat co-workers, subordinates and customers with respect.
- Build professional relationships with internal staff and customers.
- Offer flexibility and adaptability, especially during times of change.
- Communicate effectively both orally and in writing.

**MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by three (3) years previous experience and/or training involving office management, office administration, secretarial work, meeting coordination, basic bookkeeping, customer service, record/file management, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Any work related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above specified education and experience requirements.**

**PREFERRED QUALIFICATIONS**

**PHYSICAL DEMANDS**

Over two-thirds of on-the-job time is spent talking and hearing.

Between one-thirds and two-thirds of on-the-job time are spent standing, walking and sitting.

Less than one-third of on-the-job time is spent reaching and using one's hands to touch, handle or feel objects.

The ability to lift and / or exert force up to twenty-five (25) pounds may be required one-third of on-the-job time.

**WORK ENVIRONMENT**

There is limited exposure to environmental conditions.

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**ORIGINAL DATE ISSUED:**

**REVISION ISSUE DATE:**

**APPROVED BY:**

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Director of Human Resources	Date	Department Director	Date
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