

Intercity Transit
JOB TITLE: Development Assistant

BAND	GRADE	SUBGRADE
B	2	1
DEPARTMENT: Development	DIVISION: Development	FLSA STATUS: Non-Exempt
SUPERVISION RECEIVED FROM: Development Director	SUPERVISION EXERCISED OVER: N/A	PAY GRADE: B21
SUMMARY: Performs staff assistance and a variety of administrative duties in support of planning, marketing and procurement functions of the Development Department.		
DISTINGUISHING CHARACTERISTICS: Performs specialized support activities in support of the Development Department. As an Assistant, primarily performs duties of a support nature for planning, marketing, and procurement requiring knowledge of the department. Work is performed within general parameters.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Composes and types general correspondence, detailed letters and public information; formats contracts, procurement documents, reports and forms; edits and proofreads materials prepared. Creates and maintains mailing lists. Responds to requests for information.	Daily 30% (A1)
2.	Coordinates projects and tasks with competing deadlines; coordinates support efforts.	Daily 10% (A1)
3.	Receives development documents from area jurisdictions and determines whether or not the documents should be submitted to the Bus Stop Committee.	Daily 10% (A1)
4.	Processes and maintains purchasing records and expenditure information.	Weekly 5% (A1)
5.	Performs special projects as needed, including data and information collection, preparation of materials, production mailings, copying and errand running.	Monthly 10% (A1)

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
6.	Researches and enters expense data for Federal grant projects. Compiles all related expenses and prepares quarterly billings.	Quarterly 5% (B2)
7.	Assists with service change projects. Prepares related documents. Coordinates related meetings. Prepares and distributes meeting notes.	Occasionally 5% (A1)
8.	Assists in planning and implementing special events. Prepares related promotional materials.	Occasionally 10% (B2)
9.	Performs public information duties including production of information; proofreads public information; arranges placement of information in Agency vehicles; composes rider updates/alerts; ensures timeliness of public information regarding special events and holiday service; maintains rider newsletter files; proofreads and formats press releases; attends public meetings; and ensures timely release of accurate information to media; updates webpage.	Occasionally 15% (B2)
10.	Performs other duties of a similar nature or level.	As Required
11.	Must meet regular time and attendance standards.	Always

Knowledge (position requirements at entry):

Knowledge of:

- Customer service principles;
- Modern office procedures, methods, and equipment;
- Basic filing and recordkeeping principles;
- Basic mathematical concepts;
- Word processing methods;
- Records management practices;
- Travel planning practices;
- Applicable Federal, State, and Local laws, rules, and regulations;
- English language, grammar, and punctuation.

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Skills (position requirements at entry):

Skill in:

- Using computers and related software applications;
- Providing customer service;
- Filing;
- Keyboarding;
- Performing multiple tasks simultaneously;
- Using modern office equipment;
- Reading and interpreting documents;
- Analyzing data and comparing various sources of information;
- Processing and maintaining a variety of records;
- Preparing a variety of reports and other related written correspondence and materials;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Associates Degree and three years of increasingly responsible administrative support experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Must submit to criminal background check the results of which must meet hiring criteria for the role.

Physical Requirements:

Positions in this class typically require: reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (LM)

Date: 8/05/04

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 9/16/2011 Comp Class Review: HR