

Department: Administration
Position: City Manager Executive Assistant
Accountable To: City Manager
Salary Range: \$26.01/hr. - \$33.29/hr.
Supervision exercised: None

Position Objective: To assist the City Manager and other departments with special projects. To create, expand and support a social media presence for the City of Craig, particularly to disperse and receive crucial information to and from the public in a variety of ways. To assist with grant writing.

Duties and Responsibilities:

Provides a wide variety of administrative support to several departments within the city such as administration, I.T. and, particularly, the building department. Assists in facilitation and coordination of special projects for City Manager. May be required to attend some evening meetings or workshops. Schedules use of conference rooms for the staff and the public. Greets the general public, staff and vendors and handles inquiries, questions and offers some problem resolution regarding these people or entities.

To build a strong social media presence for the city through development and administration of social media content designed to inform and engage citizens in the community. To support IT department on developing website content. To work closely with the city manager and others to develop social media initiatives to help achieve different goals. Responsible for content oversight and daily management of the city's online marketing and social media initiatives. Create processes for tracking, evaluating and troubleshooting to determine the success of our social media presence and initiatives. Establish goals through meeting with Staff, citizens and others who may be directly or indirectly involved with our social media accounts.

To seek out and write grants for possible funding for a variety of city projects.

Job duties may be modified, as needed, to meet the changing needs and goals of the city and of this position. These essential job functions are illustrative only and are not intended to be all encompassing.

Skills:

Excellent written and verbal communication skills; strong knowledge of social media platforms (Facebook, Twitter, Instagram, etc.) Knowledge and use of Microsoft Office is a must. Ability to work in a team environment, handle multiple assignments and meet deadlines; strong public relations skills; proficient in use of a variety of office equipment. Ability to learn a variety of software used for different departmental needs/projects.

Mental Demands/Working Conditions:

May require dealing with difficult people; frequent interruptions; stress; deadlines; office environment; some overtime may be required.

Experience: Prefer at least 3 – 5 years of general office experience and experience working with social media in a professional environment; experience working in a team environment; Prefer grant writing experience.

Education/Training:

Minimum Bachelor's Degree in Communications, Business, Marketing or related field.

Physical Demands:

Standing; sitting; kneeling; reaching; bending and periodic lifting up to 20 lbs; sedentary.

Contacts:

Staff; general public; City Council; public/private agencies and /or vendors.

Must be able to pass a pre-employment drug screen, motor vehicle and background check.