

# Convention Center Authority

**Position Title: Administration Assistant - Multi Department**

<b>Position #:</b>	10664
<b>Salary Grade:</b>	CA04
<b>Effective Date:</b>	
<b>Revision Date:</b>	

<input type="checkbox"/>	Exempt
<input checked="" type="checkbox"/>	Non-Exempt

<input checked="" type="checkbox"/>	Full-Time
<input type="checkbox"/>	Part-Time
<input type="checkbox"/>	Seasonal

**Indicate Employee Type**

<input type="radio"/>	Administration
<input type="radio"/>	Sales/Marketing
<input type="radio"/>	Event & Guest Services
<input checked="" type="radio"/>	Operations
<input type="radio"/>	Finance & Administration
<input type="radio"/>	Food & Beverage Service

**POSITION SUMMARY: In a few sentences, briefly describe the primary function and purpose of position.**

This position will be responsible for the administrative support for multiple departments including Operations, Sales, and/or Event Services as may be required. Is responsible for and performs all duties related to assisting these assigned departments.

**PRINCIPAL POSITION RESPONSIBILITIES/DUTIES: Below is a list of major tasks beginning with the most important for which the position is responsible. Also included is the estimated percentage of time spent on performing the tasks. This is suggested, but not required for Exempt positions.**

RESPONSIBILITIES/DUTIES	
1.	Answers incoming calls and greets visitors. Documents messages and/or forwards calls appropriately. Calls appropriate person to meet with in person visitors.
2.	Enters and tracks all required departmental metrics and provides reports as required.
2.	Responsible for departmental correspondence creation and distribution.
2.	Responsible for assisting with departmental purchasing, tracking, and receipt.
2.	Responsible for assisting with departmental financial reports.
2.	Responsible for coordinating and setting up room for meetings.
2.	Sorts and distributes mail for assigned areas.
3	Enters maintenance requests
4	Distributes required information as directed.
5	Operates duplicating equipment, sorts, and collates as required.
6	Performs related duties as required.

**Job Evaluation Factors (Check all that apply)**

<b>Formal Education</b> <small>(Minimum Required)</small>	<input checked="" type="checkbox"/> H.S. Diploma or GED preferred	<input type="checkbox"/> Bachelor's Degree preferred
	<input type="checkbox"/> Vocational or Technical School required	<input checked="" type="checkbox"/> Education/Experience Equivalent
	<input type="checkbox"/> Associate's Degree preferred	<input type="checkbox"/> Other:

<b>Minimum Experience</b> <small>(Minimum Required)</small>	<input type="checkbox"/> None	<b>Impact On Budget</b>	<input type="checkbox"/> Contributory
	<input type="checkbox"/> One to three years		<input type="checkbox"/> Direct
	<input checked="" type="checkbox"/> Three to five years		<input checked="" type="checkbox"/> Other: assists with data entry.
	<input type="checkbox"/> Other:		

<b>Decision Making</b> <small>(level of direction &amp; supervision)</small>	<input checked="" type="checkbox"/> Little independent judgment required
	<input type="checkbox"/> Judgment/discretion to make independent decisions within guidelines
	<input type="checkbox"/> Establish Policy & Procedures
	<input type="checkbox"/> Other:

<b>Problem Solving</b> <small>(typical level encountered over extensive period of time)</small>	<input checked="" type="checkbox"/> By reporting and/or talking to supervisor
	<input checked="" type="checkbox"/> Choices defined in standard work procedures/policies
	<input type="checkbox"/> Methods chosen before in similar situations
	<input type="checkbox"/> Identification and analysis of diverse problems
	<input type="checkbox"/> Complex, varied and only mildly related to those seen before
	<input type="checkbox"/> Requires understanding/evaluation of impact upon the CCA
	<input type="checkbox"/> Other:

<b>External Contacts</b>	<input type="checkbox"/> External communication is minimal
	<input checked="" type="checkbox"/> Regular contact with general public
	<input type="checkbox"/> External contacts involving difficult formal negotiations <small>Exclusively deal with diverse groups and organizations</small>
	<input type="checkbox"/>
	<input type="checkbox"/> Other:

<b>Supervisory Responsibility</b> <small>(typical level encountered over extensive period of time)</small>	<input checked="" type="checkbox"/> None
	<input type="checkbox"/> Authority limited to direction of temporary employees only
	<input type="checkbox"/> Orient/train others; may act in a lead capacity
	<input type="checkbox"/> Provide leadership/direction to staff on event related issues
	<input type="checkbox"/> Supervise multiple functions, with full responsibility for effective operation & results
	<input type="checkbox"/> Overall responsibility to provide direction and guidance
	<input type="checkbox"/>
	<input type="checkbox"/> Other:

<b>Job-Related Knowledge</b> <small>(knowledge of...)</small>	<input checked="" type="checkbox"/> Basic skills in oral/written communication	<input checked="" type="checkbox"/> Microsoft Publisher
	<input checked="" type="checkbox"/> Microsoft Word	<input type="checkbox"/> AutoCad
	<input checked="" type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Financial Management
	<input checked="" type="checkbox"/> Microsoft PowerPoint	<input type="checkbox"/> Administrative principles/practices
	<input type="checkbox"/> Microsoft Access	<input checked="" type="checkbox"/> Computers
	<input checked="" type="checkbox"/> Microsoft Outlook	<input type="checkbox"/> Other:
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

**WORKING CONDITIONS/PHYSICAL EFFORT: (Check all that apply)**

<b>Working Conditions</b>		<b>Physical Effort</b>	
<input checked="" type="checkbox"/> Office, computer room	<input type="checkbox"/> High noise environment	<input checked="" type="checkbox"/> Typically sitting at a desk or table	<input type="checkbox"/> Lifting 11-25 lbs
<input checked="" type="checkbox"/> Service Areas	<input type="checkbox"/> High dust, dirt, grease environment	<input type="checkbox"/> Typically standing or walking	<input type="checkbox"/> Lifting 25 lbs or more
<input checked="" type="checkbox"/> Flexible work schedules	<input type="checkbox"/> Exposure to moving machinery	<input type="checkbox"/> Bending, crouching, stooping	<input type="checkbox"/> Using Power Tools
<input checked="" type="checkbox"/> Valid TN Driver's License	<input type="checkbox"/> Exposure to chemicals	<input type="checkbox"/> Running, climbing	<input type="checkbox"/> Using Pallet Jack
<input type="checkbox"/> Travel Required	<input type="checkbox"/> Outdoor exposure to weather	<input checked="" type="checkbox"/> Intermittently sitting/standing/walking	<input type="checkbox"/> Using Utility Carts
<input checked="" type="checkbox"/> Exposure to Customers	<input type="checkbox"/> Requires Pre-employment Physical	<input type="checkbox"/> Climbing ladders/scaffolds	<input type="checkbox"/> Using Forklift
		<input type="checkbox"/> Lifting 10 lbs or less	<input checked="" type="checkbox"/> Driving CCA vehicle

Team Member Print \_\_\_\_\_

Date: \_\_\_\_\_

I have read and understand the job requirements.

Team Member Signature \_\_\_\_\_

Supervisor Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Copies to: Team Member  
Department Director  
Personnel File

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