

ASSISTANT TO THE DIRECTOR
PART TIME
MOUNTAIN ARTS COMMUNITY CENTER

The Town of Signal Mountain is seeking an individual for part-time employment as staff person for the Mountain Arts Community Center.

Position Summary: Under the direction of the MACC Director, responsibilities include answering the phone and registering students, assisting teachers where needed, light computer and filing work, light clean up after events, building security and lock up, and projects, like putting together our class catalogs, as assigned. Hours needed are 9:00-2:00 Monday through Friday, with possible weekend hours. Applicants should possess at least a high school diploma or the equivalent, and a working knowledge of MS Word and Excel. Applications may be obtained by mail by calling (423) 866-2177, or online at [www. signalmountain.gov](http://www.signalmountain.gov). A signed application, your resume, and contact information for three references must be received at Town Hall, 1111 Ridgeway Avenue, Signal Mountain, TN 37377 by 4:30 p.m. on Friday, June 24, 2011. A post-offer drug screen and physical are required. It is the policy of the Town of Signal Mountain not to discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices, and programs.

**Town of Signal Mountain
Position Description**

**Title: MACC Administrative Assistant
Division/Department: Mountain Arts Community Center**

Purpose:

Employee provides a variety of administrative support services at the Mountain Arts Community Center and serves as an assistant to the Director. This position is under the supervision of the Director of MACC.

Essential Functions of the Job:

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed.

Schedule weekly activities and assign rooms; fill out special event forms; keep shared MACC calendar current and accurate; keep all forms, accident reports, and teacher communications neat and orderly in main office; assist with student registration, student database, and enter data into computer.

Assist instructors and lessees as needed.

Assist Director with brochures, posters, flyers and catalogs as needed.

Serve as receptionist greeting visitors and/or guiding students to classrooms; answer telephone calls, fielding questions or concerns, and routing calls or messages to Director as needed.

Responsible for set up for events, includes moving tables and chairs; some cleaning after events.

Perform other duties as assigned, including willingness to participate in special projects outside defined hours of work.

Required Knowledge and Abilities:

Knowledge of departmental functions, rules, regulations and procedures.

Ability to work weekends and nights as needed.

Ability to plan and prioritize workload.

MACC – ADMINISTRATIVE ASSISTANT

Ability to establish and maintain an effective working relationship with public and other employees.

Equipment:

Computer, computer software and other office equipment, lighting and audio stage equipment.

Educational Requirements:

High school diploma or equivalent.

Experience Required:

Less than one year.

Problem Solving Requirements:

Solve problems in situations where most problems have occurred before and their solutions are familiar.

Writing Skills Required:

Write standard documentation using established formats; document work performed, actions taken or results by writing one or two brief sentences.

Speaking/Presentation Skills Required:

Interview or discuss detailed information, frequently involving customer/citizen problems or complaints.

Job Related Communication:

Within the department – daily
With employees in other departments – weekly
With employees in other organizations – weekly
With the public – daily

Planning and Scheduling:

Limited – some planning of own activities

Difficulty of Work:

Work involves following standardized procedures to complete assigned duties.

Assignment of Work:

General direction in following established practices and standardized policies.

Effects of Work Errors:

Errors are detected within the office/work areas in which they occur, possibly affecting work of others, and requiring expenditure of time to correct.

Working Conditions:

MACC – ADMINISTRATIVE ASSISTANT

On average 15 percent standing, 15 percent walking, and 70 percent sitting.
Approximately 0-20 lbs. may be required lifting.

Lifting frequency – some

Bending – some

Pushing and/or pulling loads – some

Reaching over head – some

Kneeling – some

Crawling – some

Climbing ladders – some

Mental/Visual Effort:

Typing/CRT – very frequent

Attention to detail – very frequent

Monitoring equipment – frequent

Detailed inspection – some

Transcription/proofreading – frequent

Adverse Conditions:

Exposure to temperature extremes – none

Dangerous equipment – none

Chemicals – none

Noise—none

Physical Effort or Risk—none

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