



# Doniphan County Economic Development

785-985-2235  
 economic.development@dpcountyks.com  
 www.dpcountyks.com

<b>Job Title:</b>	Administrative Assistant	<b>Department:</b>	Economic Development
<b>Location:</b>	Troy, KS	<b>Travel Required:</b>	Minimal (during work hours)
<b>Level/Salary Range:</b>	Hourly Wage starting at \$ 12.50/hour	<b>Position Type:</b>	Part-time (maximum 20 hrs./week)
<b>Resumes and Applications Accepted By:</b>			
<b>EMAIL:</b> Email: <a href="mailto:economic.development@dpcountyks.com">economic.development@dpcountyks.com</a> Subject Line: Doniphan County ED Assistant Job		<b>MAIL:</b> Leah B. Johnson Doniphan County Economic Development PO Box 250 Troy, KS 66087	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>Main duties will be assigned to help assist in making sure the Economic Development office runs smoothly and efficiently in an organized manner. This includes but is not limited to the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Help organize and maintain an effective electronic and hard copy filing system.</li> <li>• Answer incoming calls and walk-ins and assist with scheduling appointments.</li> <li>• Process notes from meetings and write press/news releases and other articles as needed.</li> <li>• Run errands, send and collect mail and other daily inquiries.</li> <li>• Proactively keep business listings and contact information records up-to-date.</li> <li>• Assist with planning and execution of economic development programs and events.</li> <li>• Perform updates to county website and social media accounts when directed.</li> <li>• Keep inventory of office supplies and resupply when necessary.</li> <li>• Assist on Doniphan County Chamber of Commerce projects as directed.</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• High school diploma or equivalent required</li> <li>• Post-secondary education and/or previous job experience preferred</li> <li>• Proficient in MS Word, MS Excel, MS PowerPoint, Google programs, email, internet, and social media.</li> <li>• Previous experience working in an office environment and digital design or photography skills is a plus.</li> <li>• Understanding or familiarity of the Doniphan County business environment is preferred.</li> <li>• Requires strong communication skills, both verbal and written, organizational skills, both analytical and problem solving, and the ability to work independently and maintain a high level of confidentiality.</li> <li>• Ability to manage multiple tasks and meet deadlines under pressure.</li> <li>• Helpful, professional, and positive attitude towards community and businesses expected at all times.</li> </ul> <p><b>Feel free to call the Economic Development office at 785-985-2235 or stop in for additional information.</b>  <b>Hiring subject to a pre-employment screening. Doniphan County is an Equal Opportunity Employer.</b></p>			
<b>Last Updated By:</b>	Leah B. Johnson	<b>Updated:</b>	4/05/21