



TOWN OF PALISADE, COLORADO
Administrative and Events Assistant (Part-time)

Department/Division: Administration
Work Location: Town Hall, 175 East Third Street, Palisade, CO
FLSA Status: Non-exempt
Effective Date: TBD
Hourly Wage: \$16.00-18.00, dependent on experience

GENERAL STATEMENT OF DUTIES

Acts as the primary contact for answering the phone, greeting, and assisting general customers. Performs customer service and reception duties for the administration department. Provides general information as well as responses to specific customer questions requiring additional research. Routes inquiries appropriately for more complex matters and interpretation issues. This is a professional work environment. Also assists the Parks, Recreation, and Events Director and the Sunday Market Coordinator in planning and executing various Town events.

ESSENTIAL DUTIES

The following statements illustrate the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Palisade retains the right to modify or change the essential and additional functions of the job at any time.

- Acts as the primary contact for accepting all types of payments from walk-in and phone-in customers, including utility, cemetery, planning clearance, facility rental, general donation payments, etc., and enters these payments into the Town's cash receipting system daily.
- Creates various spreadsheets, word documents, and flow charts as requested.
- Assists in the maintenance of the Town's filing system.
- Acts as a secondary contact for cemetery inquiries – including plot purchases, funeral arrangements, and general inquiries.
- Performs Notary Public Function.
- Acts as the primary contact for scheduling use/rental of all Town-owned facilities, including all parks, pavilions, gymnasium, and the Community Center. Maintains and distributes schedule/calendar for the Community Center and Town Facilities. Continually updates facility rental schedule and distributes to appropriate Town Staff.
- Assists Sunday Market Coordinator with the planning and running of the Palisade Sunday Farmers Market
- Is the primary contact for Sunday Market vendors and attendees when the Sunday Market Coordinator is not available
- Assists the Parks, Recreation, and Events Director with planning and running Town events (Palisade Bluegrass & Roots Festival, Sunday Market, Fourth of July, Peach Fest Ice Cream Social, Trick-or-Treat Street, etc.)
- Actively manages special event and recreation social media and advertising
- Performs all other duties as may be assigned or required by the Town Clerk.

REPORTING RELATIONSHIPS

Supervision Received:

Direct supervision is provided by the Town Clerk.

Supervision Exercised:

No formal supervisory responsibility.

KNOWLEDGE, SKILLS, AND ABILITIES

Education and Experience:

Requires graduation from high school or equivalent to the completion of the twelfth grade supplemented by at least one to three years of relevant office experience.

Knowledge of:

- Organization services and community resources.
- English language, proper grammar, punctuation, and spelling in both oral and written communication. Current business letter writing techniques and methods.
- Operation of personal computers, Microsoft Office, intermediate-level word processing, spreadsheets, and database software and management.
- Preferred experience with Casselle accounting software, Microsoft Publisher, and Word.
- Event planning and advertising

Ability to:

- Obtain a Notary Public Certification within 30 days of hire
- Establish and maintain effective working relationships with other employees, representatives of other agencies and organizations, and members of the community.
- Communicate effectively both verbally and in writing.
- Maintain sensitive and confidential client information.
- Perform varied administrative tasks; determine the relative importance of each, set deadlines, and complete projects accordingly.
- Interpret and apply a variety of department policies and procedures.
- Perform word processing work and data entry at a sufficient level of skill to complete a relatively heavy workload in a timely manner accurately.
- Apply appropriate decision-making within the scope of work procedures.
- Work independently following general direction to accomplish tasks as assigned.
- Professional work environment, dress code, and attitude.

EQUIPMENT USED

Standard office equipment including, but not limited to, personal computer and associated hardware and software, telephone, copier, and calculator.

WORK ENVIRONMENT

Work is primarily conducted indoors with occasional travel to external meetings and site visits. If managing a special event, work is primarily conducted outdoors in various weather conditions.

PHYSICAL AND OTHER REQUIREMENTS

- Visual and physical capabilities to work on computers and associated equipment for prolonged periods of time.
- Requires the ability to sit and perform administrative and computer work for significant periods of time.
- May involve the ability to lift up to 50 lbs.