

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Administrative Specialist III	B	2	3	Non-Exempt
POSITION TITLE:	Community Development Executive Administrative Specialist		POSITION#:	500783
☐ New ☒ Revised (Check one)	Date:	07/08/26		
SERVICE TYPE:		AFSCME		
Employee Name:	vacant	Department:	Community Development	Supervisor: Community Development Director 500391
FTE:	1.0	Employment Status:	Regular Full Time	

Position Summary:

This position serves as the executive assistant to the Director, supports the coordination and efficiency of department operations, and provides support to commissions and committees that are staffed and administered by the Community Development Department. This position also provides administrative support to the Community Development Department by coordinating and managing day-to-day office support operations.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Executive Support Essential Duties: - Manage the Community Development Director's calendar; work with internal and external constituents to assist with scheduling, meetings and long-term projects. - Schedule constituent, other meetings; provide meeting and logistics support. - Communicate with constituents in close coordination with and on behalf of Director. - Serve as a public point of contact for the Director and manage meeting requests. - Work with Director to establish and update department and commission/committee protocols. - Work with the Director to prepare agendas, schedule and participate in department leadership team meetings. - Assist the Director with developing agendas for all-staff and other standing meetings. - Perform clerical duties, draft correspondence, maintain files, and organize documents; photocopy, scan, fax, etc. for the Director as needed.	40%
2	MFA: Administrative Support - Commissions and Committees Essential Duties: - Primary administrative support staff for Benton County Planning Commissioners. - Assist with recruitment and onboarding of new members. - Manage website: notices, meeting information and roster. - Coordinate logistics around Planning Commission (PC)/ Quarterly BOC/PC meetings (prepare and distribute agenda and materials packet, room set up, securing IT equipment, reserve the meeting room, create meeting minutes and refreshments as needed). - Communicate information, notices, meeting details on behalf of the Director.	20%

	• Assist with IT/equipment support for virtual meetings and public hearings. • Assist staff with correspondence or other meeting related tasks. • Prepare, monitor and track all BOC/PC quarterly meeting materials: agenda items, review for accuracy and compliance with established procedures. • Work with staff and community leaders to schedule offsite commission/committee meetings. • Create legal ads and county webpage announcements to advertise the commission/committee meetings. • Assist commissions with scheduling events, memberships, trainings, conferences, travel, and special activities (i.e., Historic Preservation Month). • Manage in-room and online support at public meetings and hearings.	
3	MFA: Administrative Support – Community Development Enterprise • Instruct support staff on administrative decisions and implement changes in office procedures as necessary. • Assess interdepartmental needs & shared services. • Develop office protocols for key customer service functions – front desk reception, meeting room scheduling, document signing, ordering materials, etc. • Serve as notary public for documents generated by the department. • Identify & communicate areas of need and opportunity for enterprise-wide efficiencies and shared services and collaboration. • Plan and schedule departmental employee recognition, extended staff gatherings and trainings. • Monitor the Community Development Calendar to develop and monitor events. Ensure support where appropriate. • Serve as IT Liaison to report department-wide issues and coordinate equipment replacement or repair. • Prepare minutes for standing staff meetings. • Develop training and procedural tools for system users. • Assess program and department needs, prioritize support accordingly. • Identify opportunities for Community Development operations to integrate and support Benton County objectives (i.e. sustainability). • Coordinate office space maintenance and repairs. • Provide training to subordinates and management on office equipment. • Prepare meeting rooms and materials as needed for internal staff meetings. • Coordinates interdepartmental visitors (workspace, key card access). • Direct contact for external vendors. • Provide back-up to front desk operations during primary staff absences.	20%
4	MFA: Administrative Support – Financial/HR Liaison Essential Duties: • Monitor and review administrative budget needs. • Analyze and project operations' costs and monitor expenditures for administrative support functions within budget. • Coordinate and schedule monthly budget review meetings with department finance analyst and leadership team. • Manage central purchasing of offices supplies, equipment and inventory. • Make purchases, review and code invoices for payment.	20%

	• Monitor departmental purchases to ensure compliance with state purchasing laws and departmental policies. • Assess, monitor and order office equipment and furniture. • Reconcile department credit card expenditures with Director and Finance. • Reconcile monthly invoices from the Records Department. • Prepare quarterly invoicing for contract small cities planner. • Assist the director in contract development and amendments. • Perform Budget-related data entry, report generation, coordinate with Budget Office • Support contracting processes, assist in adherence to contractual agreements. • Prepare and process Personnel Action (PA) Position Establishment and Changes (PEC), maintain department files and other confidential information. • Prepare all personnel recruitment requisitions for vacant department positions thru NeoGov to completion. • Support recruitment and hiring processes: schedule interviews, coordinate with panel schedules, and produce candidate materials for each panelist. • Assist the Director with scheduling potential employee reference checks. • Work with IT to ensure the employee equipment, programs and needs ready for the employee's first day. • Perform initial new employee orientation with the department, complete county hiring process (paperwork), involved with initial onboarding on office procedures and protocols.	
	And other duties as assigned.	
	Percentages should total 100%	100%

Special Requirements:

Notary public licensure up to date. Able to multi-task; precise and accurate in work; self-motivated; maintains confidentiality. Ability to use geographic information system (GIS).

Physical Requirements:

The working environment is an office setting. Primarily sedentary, sitting, reaching, walking, and may be required to move objects or boxes weighing up to approximately 20 lbs.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____