



COPPER MOUNTAIN CONSOLIDATED METROPOLITAN DISTRICT

Job Title: Administrative Assistant
Department: Administration
FLSA Status: FLSA Non-Exempt, Full Time, 35-40 hours per week
Supervisor: Clerk-Treasurer
Salary Range: \$26.00-\$33.00 per hour DOE + benefits

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs administrative work in a team-based environment supporting the District's mission, values, and goals
- Serves as the initial point of contact via phone, email, and in person for District Administration
- Available to assist visitors during business hours
- Answer Administration phone, transfer calls, return messages
- Manage operation of central phone system
- Acts as a hub of information for internal and external guests
- Greets visitors in a professional, courteous, and open manner
- Anticipates and adjusts responses based on the situation and audience
- Ability to remain calm and instills confidence during stressful situations such as walk-in medicals
- Provides excellent communication in various formats, such as newsletters, emails, and/or website updates
- Standardize and oversee coordinated logo and font templates for email signatures, business cards, and letterhead
- Manages Community Room needs including agreements, scheduling, correspondence, equipment, maintenance, and supplies
- Receive and distribute District mail and deliveries
- Manage District website including accessibility compliance, updates, posting public notices, job openings, and announcements
- Manages posting public notices, legal notices, job openings, and general advertising in Summit County Journal and other relevant publications and online services
- Maintain and distribute up to date staff contact list
- Support Clerk-Treasurer with elections, records requests, retention schedule, document filing and storage
- Prepare for Board of Directors meetings including packet compilation and disbursement, communications, Community Room setup, and refreshments
- Manage Zoom scheduling and operation during Board Meetings
- Manage office supplies, equipment, equipment leases, staff kitchen, and cleaning crew
- Liaison and coordinate technology systems (phones, internet, computers, etc) with District IT to ensure full functionality for staff
- Manage various software and program licenses in coordination with District IT
- Assist Clerk-Treasurer with HR functions to include distribution and receipt of annual HR notices, assist with employee processing, and other HR duties as needed
- Assist with research and recommendations to maintain efficient workflow



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- Coordinate Annual Open House and other District events including employee functions
- Educational opportunities available including continuing education and cross training with Clerk-Treasurer
- Handle critical, complex, or sensitive departmental and/or public information issues with proper discretion
- Other Administrative duties as assigned

QUALIFICATIONS

- High School diploma, GED Certificate, or equivalent
- Bachelor's degree or relevant field of study is strongly preferred but not required
- Prior work experience with a public service employer is preferred but not required
- Prior work experience in customer service, accounting, and/or human resources preferred but not required
- Notary public status or the ability to acquire within 90 days of hire

SKILLS AND COMPETENCIES

- Demonstrated skills in computer platforms (Microsoft Office, Google, Adobe, Zoom, etc) and other automated systems
- Valid Colorado driver's license, or obtain within 60 days of hire
- Must pass criminal background check
- Ability to prioritize, multi-task, and work independently with minimum supervision in an evolving, dynamic team environment
- Be reliable, productive, innovative, and self-motivated as necessary to work effectively without close supervision
- Excellent written and oral communication skills in English
- Attend and be responsive to workplace needs and goals
- Make sound decisions in accordance with District policies and procedures
- Make timely fact-based decisions, handle uncertainties, clarify ambiguities
- Embrace changes in the organization and be willing to try new ideas
- Follow detailed procedures and ensure accuracy in documentation and data with a high attention to detail
- Handle and maintain confidential information in a trustworthy and professional manner
- Ability to safely lift up to 25 pounds
- Ability to sit for long periods of time in an office environment
- Requires indoor and occasional outdoor work such as running errands or retrieving the mail