

<b>TITLE:</b>	<b>DOWNTOWN ADMINISTRATIVE ASSISTANT</b>
<b>DEPARTMENT:</b>	DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
<b>PHYSICAL CLASSIFICATION:</b>	MEDIUM
<b>WAGE CLASS:</b>	PART-TIME HOURLY POSITION   20 HOURS PER WEEK
<b>SALARY RANGE:</b>	\$17.50 PER HOUR

***Organizational Summary:***

The Sault Ste. Marie, Michigan Downtown Development Authority was established on February 18th, 1980, pursuant to the State of Michigan's Act 197 of the Public Acts of 1975 (now superseded by Public Act 57 of 2018). In creating the Authority, the city of Sault Ste. Marie recognized the dangers posed by a declining downtown area and took the first steps in correcting them. The Sault Ste. Marie Downtown Development Authority is tasked with correcting and preventing deterioration in the downtown business district, encouraging historic preservation, implementing development plans for the future, and promoting overall economic growth.

The Sault Ste. Marie Downtown Development Authority is managed by a board of directors, which is required by Act 197 to be composed of not less than eight or more than twelve members approved by the City Commission. One board position must be held by the city manager, one board position must be held by a downtown resident, and the majority of board members must have an interest in property located in the downtown district.

The Sault Ste. Marie Downtown Development Authority is funded through a number of sources including: two tax increment finance districts; a Principal Shopping District millage; and a large focus on various sponsorships, donations, event revenues, and fundraising.

***Vision Statement:***

"Downtown Sault Ste. Marie is an internationally renowned, lively, full and year-round commercial district with a diversity of experiences and entertainment options that invites and welcomes the active engagement of residents and visitors alike."

***General Purpose:***

The Administrative Assistant will support the director through a variety of tasks related to completing specific Main Street goals and objectives including the four-point approach to Downtown Development. The four-point approach is focused on creating a culture of volunteer-driven Downtown Development to enable greater results throughout the Downtown area.

***Supervision Received:***

The Administrative Assistant works under the supervision of the Downtown Development Authority Director to provide administrative support to ensure efficient operation of the office.

***Essential Administrative Job Duties:***

- General office duties include:
  - Answer and direct phone calls
  - Manage Director's schedule
  - Pick up DDA mail
  - Review and sort mail
  - Prepare outgoing mail
  - Produce and distribute correspondence memos, letters, and forms.
- Manage Excel inventory databases for downtown projects and programs including downtown business and property owner contact information.
- Maintain supplies inventory by checking stock to determine inventory level; anticipate needed supplies; place and expedite orders for supplies; verify receipt of supplies
- Maintain digital and manual filing systems.
- Assist the Director in managing all downtown social media accounts.
- Responsible for creating promotional and marketing materials as assigned.
- Assist the Director as needed in communication with Downtown Businesses for promotions, events, and various training and other participation opportunities.
- Assist, as assigned, in the work completed by all four committees (Organization, Design, Promotions, Economic Vitality) as guided by the Director.
- Attend and take accurate minutes for meetings as assigned. Distribute agendas, meeting reminders and minutes to attendees, as requested.
- Assist the Director in preparing vendor invoices, purchase orders, and other accounting documents in BS&A software.
- Maintain shared folders including Google Drive – provide access to board and committee members as directed by the DDA Director, upload documents in a timely manner.
- Demonstrate professionalism, good judgment, and care always in handling any information related to the City of Sault Ste. Marie Downtown Development Authority to avoid unauthorized or improper disclosures of confidential information.
- Assist the Director in collecting and submitting data for state and national certification and reporting as required, including activity for Promotions, Design, Economic Vitality,

## Organization

### ***Education/ Qualifications:***

The Administrative Assistant will have two years' minimum administrative experience. Must have knowledge of office management systems and procedures and excellent time management skills. Ability to work independently. They must be able to interact well with people in person, on the phone and by email/text. Excellent written and verbal communication skills are essential. Proficiency in MS Office is required. Familiarity with accounting software is preferred, but not required. Social media and marketing experience is preferred, but not required.

### ***Physical Requirements:***

- Frequent standing, walking and sitting
- Frequent bending, twisting, squatting and reaching
- Clear oral and written communication
- Ability to frequently lift and carry objects weighing up to 25 pounds
- Physical ability to safely move about and conduct work in various indoor and outdoor locations
- Ability to withstand varied weather conditions, temperature changes, traffic hazards, and varying noise levels

The description above is intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and/or requirements of the job change. The Sault Sainte Marie Downtown Development Authority is an ADA EOE employer. Please see the Deputy City Manager for a complete description of the physical activities required for this position, working conditions, and/or to request reasonable accommodation.

### ***Application Process:***

Applicants must submit completed employment application, letter of intent, and resume' to:

City of Sault Ste. Marie  
Attention: Robin Troyer, Deputy City Manager  
225 E. Portage Avenue  
Sault Ste. Marie, MI 49783  
(906) 632-5717  
[rtroyer@saultcity.com](mailto:rtroyer@saultcity.com)

Current posting close date Tuesday, August 15, 2023. Applications will be received until the position is filled.