



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Administrative Technician I (Part-Time)
DEPARTMENT.....:	Planning & Zoning
DIVISION.....:	Main Street
CLASSIFICATION/GRADE.....:	Administrative Technician I/101
REVISED.....:	12/2018
REPORTS TO.....:	Main Street Manager
REVIEWED.....:	12/2018
WAGES.....:	Non-Exempt (Hourly)

SUMMARY:

Under the direction of the Main Street Manger, this individual will work on processing internal invoices; interact with the public while performing clerical support functions for the Main Street Division of the Planning & Zoning Department.

Primary functions focus on answering incoming calls for Main Street program and Auditoriums.

Secondary functions focus on performing a variety of tasks for the division of the Planning & Zoning Department.

BASIC FUNCTIONS:

1. Answer phone and or take messages for Main Street Manger.
2. Greet visitors to the Culture Center and assist public with auditorium needs.
3. Route correspondence to other departments within TPCG.
4. Scan in contracts & other paperwork to be archived.
5. Create calendar of events for TPCG & website.
6. Be able to lift 20 lbs and climbs stairs.
7. Can work alone when Main Street Manager is at meetings outside the office.
8. May be required to work Downtown sponsored events. (Chili Cook-off, Art After Dark, Downtown Live After 5.)

EDUCATION/EXPERIENCE:

1. High School Degree or equivalent GED.
2. Must have a good typing ability.
3. Work with little supervision.
4. Ability to work well with the general public and users of the Planning & Zoning Department.
5. Must have good phone etiquette and grammatical skills.
6. Proficient in computer work processing and worksheet environment.