

**Carson City Culture & Tourism Authority  
Agenda Report**

**Date Submitted:** 02/07/18

**Agenda Date Requested:** 02/12/18

**Time Requested:** 15 Minutes

**To:** Carson City Culture & Tourism Authority - Board of Directors

**From:** Chris Kipp, Operations Manager

**Subject Title: For Possible Action:** To approve the addition of new CTA Office Assistant at a cost commencing at \$46,767.16 annually (Salary \$28,080.00 and benefits \$18,687.16 benefits).

**Staff Summary:** The new CTA Office Assistant will report to the CTA Event Manager and assist in content/collateral development and maintenance (i.e. website, mobile app, community events calendar, and printing, in addition to other duties as assigned by the CTA Events Manager. With a hire date of 3/16/2018, the current FY18 Impact is \$13,608.24 (salary \$8,208.00 and benefits \$5,400.24).

**Type of Action Requested:**

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

**Recommended Board Action:**

I move to approve the new position of CTA Office Assistant to commence at a cost of \$46,767.16 annually (Salary \$28,080.00 and benefits \$18,687.16 benefits) to report to the CTA Events Manager.

**Applicable Statute, Code, Policy, Rule or Regulation:**

**Fiscal Impact:** \$46,767.16 annually (Salary \$28,080.00 and benefits \$18,687.16 benefits)

**Explanation of Impact:** The compensation for the CTA Office Assistant ranges from \$13.50 - \$19.00 hourly / \$2,160 - \$3,040 monthly / \$28,080 - \$39,520 annually.

**Funding Source:**

**Supporting Material:** CTA Office Assistant Job Description

**Prepared By:** Joel Dunn, NV Consulting, LLC

## JOB DESCRIPTION

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**JOB TITLE:** Office Assistant

**FLSA:** Exempt

**OFFICE:** Carson City Culture & Tourism Authority (CTA)

**GRADE:**

**REPORTS TO:** CTA Operations Manager

**DATE:** Feb. 2018

**Salary:** \$13.50 - \$19.00 Hourly / \$2,160 - \$3,040 Monthly / \$28,080 - \$39,520 Annually

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### **SUMMARY OF JOB PURPOSE:**

Under general supervision, provides a routine office support which may include typing, receptionist duties, record keeping and filing.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Creates correspondence, reports, forms and specialized documents related to the functions of the CTA from drafts, notes, dictated tapes, or brief instructions; may compose standard correspondence from brief instructions.
- Proofreads and checks materials for accuracy, completeness, compliance with departmental policies, and correct English usage, including grammar, punctuation, and spelling.
- Enters, edits and retrieves data and prepares periodic or special reports, using a computer system and following established formats and menus; may perform production computer information entry.
- Assist as a receptionist and receives and screens visitors and telephone calls and takes messages; provides factual information regarding CTA activities and functions which may require the explanation of rules, policies and/or procedures; may receive, receipt and balance monies.
- Maintains records and processes forms, such as printing orders, work orders, purchase requisitions and others specific to the CTA; may make arithmetic or standard statistical calculations.
- Establishes and maintains office files; researches and compiles information from such files; purges files as required.
- Operates standard office equipment, including word processors, computers, facsimile equipment and central telephones and other departmental-specific equipment after training.
- Contributes to the efficiency and effectiveness of the CTA's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Demonstrates courteous and cooperative behavior when interacting with the public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

**QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

**Education and Experience:**

Equivalent to a High School Diploma or GED AND one (1) years of clerical experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

**Required Knowledge and Skills**

Knowledge of:

- Policies and procedures of the department to which assigned.
- Use of specified computer applications involving word processing, data entry and/or standard report generation.
- Financial record keeping and bookkeeping practices and techniques.
- Use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.
- Business arithmetic; applicable regulations, policies and statutes.
- Office administrative practices and procedures.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone. .

Skill in:

- Performing technical, specialized, complex, difficult or technical office support work.
- Reviewing financial documents for completeness and accuracy.
- Reviewing, posting, balancing and reconciling financial records.
- Maintaining accurate financial records and preparing accurate and timely reports
- Reading, interpreting and explaining rules, policies and procedures.
- Analyzing and resolving varied office administrative problems.
- Organizing, maintaining and researching office files.
- Composing correspondence independently or from brief instructions.
- Compiling and summarizing information and preparing periodic or special reports.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with city staff at various levels, the public, in person and over the telephone.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

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**SUPERVISION RECEIVED AND EXERCISED:**

- *Under General Supervision* - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Incumbents are not required to apply theory or to use their own judgment. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

**REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- Valid driver's license

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

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**CONDITIONS OF EMPLOYMENT:**

1. *This classification is considered FLSA exempt and is an at-will position. As such, the incumbent may be terminated at any time for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**“The Carson City Culture & Tourism Authority is an Equal Opportunity Employer”**

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