



## JOB DESCRIPTION

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### **Environmental Services Administrative Assistant**

**FLSA STATUS:** Non-Exempt                      **GRADE:** 4

**REPORTS TO:** Executive Manager of Environmental Science & Community Affairs

**WORK LOCATION:** Temporarily located in Seguin, Texas

*Location will permanently transition to New Braunfels, Texas in 2019/2020*

**EFFECTIVE DATE:** 01/2019

#### **SUMMARY**

The Environmental Services Assistant assists and performs administrative duties supporting the following departments: Environmental Services, Water Quality Services, Canyon Lake GBRA office and Community Affairs. Including but not limited to: scheduling, correspondence/memoranda, manage phone calls and general administrative duties. This position reports directly to the Executive Manager of Environmental Science & Community Affairs.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform a wide variety of clerical, administrative, and office support duties in support of GBRA.
- Provides customer service, both in-person and by telephone; takes and relays messages; answers questions from employees regarding department projects.
- Perform a variety of general office support duties; make copies; maintain a calendar of activities, schedule required meetings, and various events for assigned staff.
- Provide administrative support to Environmental Services, Water Quality Services, Canyon Lake GBRA office and Community Affairs departments as directed by the Executive Manager.
- Assist in publicizing GBRA events/activities and those of its affiliate partners
- Assist in the development and preparation of PowerPoint presentations
- When convened, record and prepare minutes for committee meetings.
- Coordinate and schedule the calendar of the Executive Manager of Environmental Services as well as travel arrangements.
- Follow all applicable cost accounting procedures and budget allocations to process invoices, credit card statements and expense vouchers.
- Coordinate logistics for day to day and committee meetings, to include meeting space reservations, set-up, catering and clean-up.

- Collaborate with the Environmental Education Administrator on staffing GBRA exhibit and/or display booths at Whooping Crane festivals, community Earth Day events, Environmental Trade Fairs, and river/lake cleanups; and
- Collaborate with education staff to occasionally work with students at the Environmental Learning Center property and Canyon Lake Gorge.
- Provide assistance or back-up to the larger GBRA administrative team.
- Other duties assigned.

### **KNOWLEDGE/SKILLS/ABILITIES**

- Knowledge of Business Administration principals.
- Proficiency with Microsoft Office tools required (Word, Outlook, Excel)
- Work under steady pressure with frequent interruptions.
- Ability to coordinate activities and meet critical deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of a day.
- Exercise good judgment and maintain confidentiality in maintain critical and sensitive information, records, and reports.
- Perform related duties as assigned.

### **EDUCATION/CERTIFICATIONS**

High School diploma or GED; Bachelor's Degree in Business Administration or Communications, Marketing or Public Relations preferred.

Current valid driver license and ability to remain insurable under GBRA's vehicle liability policy.

### **EXPERIENCE**

3+ years of experience in Administration; Communications, Marketing or Public Relations preferred.

### **MANAGERIAL RESPONSIBILITIES**

No

### **PHYSICAL DEMANDS**

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

Standard physical activity such as periodic standing, walking, sitting, and basic motor skills to operate necessary computer programs.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**ACKNOWLEDGEMENTS**

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Employee Signature

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Date

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Supervisor Signature

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Date

The above statements are intended to describe the general nature and level of work performed by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or to change duties, education/experience/skills requirement of the position at any time.