

## WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY JOB DESCRIPTION

Title: **Independent Contractor to the Downtown  
Development Authority**

### **CORE VALUES:**

Customer Service, Integrity, Stewardship, Respect, Loyalty,  
Trust



**WOODLAND PARK**  
DOWNTOWN DEVELOPMENT AUTHORITY

### **SUMMARY:**

The responsibility of the Woodland Park DDA is to provide for the public health, safety, prosperity, security and welfare in order to halt or prevent deterioration of property values or structures within the central business district and to assist in the planning, development and redevelopment of this district. Under the direction of the DDA Board of Directors, the independent contractor will work as an Assistant to the DDA, providing support as needed to the Board for regular and special meetings, the DDA website, social media and DDA newsletters.

### **CHARACTER REQUIREMENTS:**

The Assistant to the Woodland Park DDA shall be a person of good moral character and possessed of a reputation for integrity and responsibility. The Assistant shall be honest and forthcoming while maintaining appropriate confidentiality.

**Administrative Support:** Provide administrative support to the Downtown Development Authority Board of Directors, on an hourly basis not to exceed 10 hours per week or 40 hours per calendar month.

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

#### **Administrative functions for the DDA**

1. Meeting preparation to include: agenda preparation; preparation of meeting materials; Public Meeting email notifications to Board of Directors and to DDA distribution e-mailing list; DDA Public Notices
2. Meeting room and equipment setup and takedown; attend and capture audio/video recordings for all regular and special meetings;
3. Draft and distribute meeting minutes
4. Record-keeping
5. Receive and/or prepare correspondence, including requests for public records
6. Acquire basic familiarity with State Statutes and DDA Bylaws in regard to DDA meetings
7. Schedule DDA Committee meetings or other DDA related non-public meetings
8. Composition, design and distribution of DDA newsletter
9. Other DDA administrative tasks as needed

#### **Other Administrative Support Functions**

1. Provide information and assistance to visitors, volunteers and business clients
2. Assist in grant-writing, proposals, etc.
3. Produce reports as needed
4. Manage phone calls
5. Research as requested
6. Maintain the DDA website, keeping content current and relevant
7. Any other administrative duties necessary to a highly-efficient operation

#### **Working Knowledge, Skills, and Abilities**

1. Strong organizational and interpersonal skills

2. Ability to communicate effectively both verbally and in writing
3. Awareness of graphic design/layout
4. Strong ability to exercise initiative and judgment as well as make decisions within the scope of assigned authority
5. Must be highly efficient
6. Working knowledge of customer service principles and ability to tactfully deal with public.
7. Working knowledge of Microsoft Office applications such as Excel, Word, PowerPoint, etc.
8. Ability to perform basic math operations
9. Working knowledge of basic filing methods and record-keeping
10. Ability to establish effective working relationships

**SUPERVISION RECEIVED:**

Reports to the Chairperson of the Board of Directors. Self-directed and expected to plan work activities and prioritize tasks; expected to evaluate and respond to new situations that require immediate attention.

**TOOLS AND EQUIPMENT THAT MIGHT BE USED:**

Computer and associated software applications necessary as outlined above, printer, telephone, copy machine, fax machine, and other general office machines.

**PHYSICAL DEMANDS:**

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

While performing the duties of this job, the Assistant is frequently required to sit, talk, hear, or walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Must be physically and mentally able to perform the essential duties of the position without excessive absences.

**WORK ENVIRONMENT:**

Work is performed mostly in public space and the Assistant's own workspace.

**SELECTION GUIDELINES/ADDITIONAL INFORMATION:**

Resume, rating of education and experience, oral interview, background and reference checks; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position of the work is similar, related or a logical assignment to the position.

The job description does not constitute a contract for services between the DDA and the Assistant and is subject to change by the DDA as the needs of the DDA and requirements of the job change.

**APPLICANT ACKNOWLEDGEMENT:**

I have read and understand this job description.

\_\_\_\_\_  
Independent Contractor Signature

\_\_\_\_\_  
Date