



metrochamber

SACRAMENTO METROPOLITAN  
CHAMBER OF COMMERCE

# Sacramento Metro Chamber

## Administrative Assistant

**Reports to:** Senior Vice President, Public Policy and Economic Development  
**F.L.S.A.:** Non-exempt  
**Date:** April 2017

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**Function:** The function of the Administrative Assistant for the Public Policy and Economic Development Division includes administrative and clerical duties to support the policy development, programs, events and advocacy efforts associated with the Metro Chamber's Public Policy and Economic Development Divisions.

**Requirements:** Individual must be a college graduate or equivalent in previous work experience. Individual must be proficient with Microsoft Word, Excel, Outlook, and possess the ability to learn other programs and utilize these in connection with the primary duties listed below. Must be able to prepare final correspondence, reports, agendas, mailings, etc.; Ability to communicate clearly, both written and verbal; handle multiple priorities and to work with limited supervision; work well with high-level volunteers (i.e. Committee Members and Board of Directors); work in a small company atmosphere as a team player.

**Specific Responsibilities include but are not limited to:**

- Serve as Administrative Assistant to the Senior Vice President, Public Policy and Economic Development and the Vice President for Economic Development. Assist with scheduling, managing e-mail, phone messages, filing and correspondence.
- Serve as committee secretary to the committees and task forces within the Public Policy and Economic Development Divisions. Responsible for distributing meeting notices, agendas, taking RSVPs, responding to questions from Chamber members and partners, maintaining committee database and division files.
- Support Public Policy, Economic Development, and Capital Region Small Business Development Center programs and events as necessary, including the annual State Legislative Summit, Cap-to-Cap Program, Small Business Week, Study Mission and Business Walks.
- Assist with clerical and accounting functions of MetroPAC and associated activities.
- Serve as liaison and support to the Chamber's events staff to assist with event registration and RSVP's, when appropriate.
- Additional duties as required.

**Physical Demands:**

- Ability to attend Metro Chamber events, assist with event facilitation when required and staff Metro Chamber booth.
- Must be able to stand for long periods of time, with reasonable accommodation, while assisting at Metro Chamber events.
- Must be able to lift a minimum of 20 lbs.



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## Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.