

HELP WANTED

ADMINISTRATIVE ASSISTANT NEEDED

POSITION: ADMINISTRATIVE ASSISTANT- Reports To The Administrator

MINIMUM QUALIFICATIONS: Bachelor's Degree in a related field or a minimum of 10 years of administrative experience.

JOB REQUIREMENTS: Familiarity in computer systems and programs, the ability to structure and organize the records generated through the daily activity of the parish, and interpersonal communication skills.

SALARY: \$38,740 Annually

JOB DUTIES:

1. Coordinate special projects and events sponsored by the Police Jury including beautification efforts and all hospitality efforts when State and Elected Officials and other dignitaries visit Cameron Parish.
2. Coordinate travel arrangements and the dissemination of important information and dates of upcoming meetings for the Jurors.
3. Coordinate public relations and marketing efforts for the Parish in regards to tourism, economic development, parish website, and social media platforms.
4. Serve as the Parish Designee to Regional cultural, recreational, and tourism boards in the event that the Parish Administrator may not be able to attend.
5. Locate and compile information, format reports, graphs, tables, records and other sources of information.
6. Act as a liaison between the Jury, its insurance provider and agents, claimants, and policy holders regarding the status and eligibility of coverage for all relevant claims.
7. Assist the Administrator with administration of contracts, property leases, oil/gas/mineral leases, joint service agreements, utility franchises, etc.
8. Assist the Administrator with project management.
9. Assist the Administrator with grant administration.
10. Assist the Administrator with the application submission process for State and Federal capital improvements related grants (Local Government Assistance Program, Community Water Enrichment Fund, Louisiana Community Development Block Grant Program, Recreational Trails Grant Program, State Capital Outlay Program, Recovery Grants, etc.) which the tasks for any/all grant applications would include:
 - Project Selection
 - Justification and project scope development
 - Work with project engineer in developing cost estimate and bidding documents
 - Once approved - work with funding agency to ensure all items are compliant with the grant requirements (Procurement, Proper Forms and Documentation, Monitoring and Reporting, and Close-out of the Project)

SUBMIT APPLICATIONS TO:

Trudi Dewey, Human Resource Director
E-MAIL: HRDirector@cameronpj.org

Cameron Parish Police Jury
Phone: (337) 775-5718

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