

**Central Yavapai Metropolitan Planning Organization**  
(City of Prescott Position "On Loan" to CYMPO with  
Offices located at Prescott Valley Town Hall)

**ADMINISTRATIVE ASSISTANT**

**Grade: 53 Pay Range: \$33,671 to \$47,140 DOE/Q plus benefits**

**FLSA Status: Non-exempt (eligible for overtime)**

**Candidate of choice must pass pre-employment drug test, criminal background check  
and possess valid Arizona driver's license.**

As required by federal law and designated by the Governor of Arizona, the Central Yavapai Metropolitan Planning Organization (CYMPO) provides regional transportation planning coordination for the Town of Chino Valley, Town of Prescott Valley, Yavapai County, the City of Prescott and the Arizona Department of Transportation (ADOT). CYMPO is governed by an Executive Board consisting of elected officials representing each of the local governments, plus an ADOT member. The City of Prescott provides personnel, purchasing, and accounting services to CYMPO via a Memorandum of Understanding between the parties. Three CYMPO positions are currently authorized: an Administrative Assistant, the CYMPO Administrator, who appoints the Administrative Assistant and the Program Manager who supervises the Administrative Assistant.

**Responsibilities:** Confidential administrative and secretarial support to the Administrator, Program Manager, and CYMPO in a very high workload and fast paced office environment, including multi-faceted meeting coordination and scheduling at all public meetings while assuring compliance with open meeting and public records laws; recording, transcribing, and drafting meeting minutes for all public meetings; drafting of meeting agendas; purchasing; bookkeeping record keeping and accounting for CYMPO office operations; accomplishment of moderately difficult to complex administrative work involving research, analysis, creation of presentations; creation, preparation, and filing of federal, state and local reports and maintaining electronic and paper filing systems. Responsible for creation and distribution of news releases in addition to web site maintenance. Establish and maintain effective working relationships with elected officials, state agencies representatives, department heads, employees, and their representatives, business, professional, community groups and general public and provides general assistance to callers/visitors referring them, as necessary, to the Administrator or Program Manager.

**Qualifications:** Post-high school education in business administration, public relations, or closely related field, or any combination of academic education, professional/paraprofessional training, or three (3) years work experience all of which demonstrate ability to perform the duties position requires; demonstrated ability in working with computer programs including word processing, spreadsheets, database applications and others. The ideal candidate will be proficient in Microsoft Office Suite including, Word, Excel, Power Point, Access, and Outlook, internet and document research, business writing skills and experience with Front Page software. The preferred candidate will be a self-starter and highly team-oriented that can operate within a fast-paced small office environment under minimal supervision.

Applicants must have physical and visual abilities sufficient to effectively and safely perform required duties, including communicating in person and over the telephone; and be free from mental disorders that would interfere with performance of the responsibilities as described.

**Deadline: Applications must be received by 5:00 PM, April 1, 2008.**

**Send application, resume and salary requirements to:**

Central Yavapai MPO Recruitment (CYMPO)

c/o City of Prescott Human Resources, 201 S. Cortez Street, Prescott, AZ 86303

928-777-1347 928-777-1315 800-748-6205 TDD: 928-777-1100 Fax: 928-777-1213

Email: [personnel@cityofprescott.net](mailto:personnel@cityofprescott.net) Visit our website at [www.cityofprescott.net](http://www.cityofprescott.net)

**EEO/M/F/V/H/D/NSE**

**Posted: March 18, 2008**

***Para oportunidades de empleo con la Ciudad de Prescott, favor de llamar 928-777-1279.***

Craig McConnell, Deputy City Manager

Jolaine Jackson, Human Resources Director

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**MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES:** Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. **PROBATION:** An established probationary period must be satisfactorily served by each employee. **NOTE:** When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.