



THIRD  
STREET  
PROMENADE

**Position:** Business Administrator

**Reports To:** Chief Executive Officer

**General Purpose:** The Business Administrator completes high-level administrative tasks to ensure proper functionality of the organization; provides administrative support for executive management staff and key priority projects; administers meetings and follow-up tasks; composes and distributes communication, including letters, agendas, meeting minutes and other official records of the organization; manages offices and facilities, including adequate provision of supplies and equipment; and administers benefit programs for the staff.

**Primary Responsibilities:**

- Provide general administrative support to executive management team, including meeting scheduling, travel coordination and general correspondence
- Provide general administrative support for priority projects, programs, initiatives and policies of the organization and its partners, including maintaining contracts, project planning documents and tracking deadlines
- Prepare budget reports and documents to assist executive team with financial planning
- Administer meetings, including project planning and board and committee meetings, seeing follow-up tasks through to completion
- Compose and distribute communication with board of directors and its committees, including agendas, information items, staff reports, opportunities for community involvement and other general correspondence
- Produce and catalog official minutes of all actions taken and presentations heard during board and committee meetings
- Oversee the organizations stakeholder database to ensure records are up to date
- Manage office facilities and common areas, including kitchens, lobbies, work and meeting rooms, coordinating with property manager, maintenance vendors and suppliers as needed
- Administer benefit programs for the staff, including insurance, retirement plans and tracking of paid time off

- Coordinate staff meetings, activities, and trainings for the benefit of the staff
- Set up meeting and conference rooms for scheduled activities, including coordination of food and beverage orders
- Support telephone and visitor reception, appropriately routing inquiries
- Cultivate and maintain professional relationships with a variety of external contacts, including city staff, community organizations, stakeholders, and vendors
- Provide excellent customer service to residents, merchants, tenants, visitors and property owners
- Attend board and committee meetings, including occasional evening hours
- Complete special projects and other duties as assigned

**Experience:** Ideal candidates will have completed a Bachelor's degree and at least 3 years of relevant work experience or a Master's degree. Degrees in public administration, business administration and other related fields are preferred.

**Abilities & Working Conditions:**

- Excellent written and verbal communication skills
- Strong organizational skills
- Problem-solving skills
- Must be able to prioritize
- Broad business knowledge
- Ethical behavior
- Accounting and finance experience
- While performing the duties of this job, the employee frequently sits, stands, and uses a telephone, office equipment, and personal computer with a monitor/screen for extended periods of time.
- Candidates must be physically and mentally capable of performing assigned duties, including occasionally stooping, balancing, or kneeling, and using arms, legs, and back to reach for, lift, and/or move objects up to 25 pounds.

**To Apply:** Email cover letter and resume to [careers@downtownsm.com](mailto:careers@downtownsm.com). No calls please.