

JOB TITLE: Executive Assistant
SUPERVISOR: Executive Director
FLSA STATUS: Non-Exempt
GRADE: 9

SUMMARY

The primary objectives of this position are to perform the administrative/clerical activities of Metro COG by assisting the Executive Director and other staff in administering programs and services offered to the community. Interact with the public by providing information and assistance as it relates to departments activities/services. Performs administrative and office associate work to support Metro COG's programs/services.

RESPONSIBILITIES AND DUTIES

Required Clerical Duties

- Maintain subject file system and open new files as needed.
- Receive, relate messages, or transfer information (calls, memorandum, correspondence, and electronic communications) to all personnel in an efficient and courteous manner.
- Maintain and update all Metro COG's mailing lists, and membership records of Metro COG and its committees.
- Type and distribute all meeting notices, agendas, and minutes for Metro COG's Policy Board, Transportation Technical Committee (TTC) and other Committees, as needed.
- Manage inventory and order all office supplies, and coordinates with other staff on the maintenance of office equipment and inventory lists.
- Respond to public inquiries for information or assistance.
- Create, distribute, and track invoicing for local jurisdiction matching.
- Receive and reconcile consultant and vendor invoices
- Invoice or accept payment and provide receipts for Metro COG information and materials.
- Manages the agency credit card account for purchases under appropriate cost categories.
- Receive and log mail and correspondence.
- Assist in the preparation of correspondence, reports, and studies, under the guidance of other Metro COG staff.
- Perform copying duties for all Metro COG projects.
- Tabulate surveys, graphs and charts as requested.
- Catalogue data/documents in the Metro COG library and maintain "Original Report" File.
- Schedule facilities and coordinate logistics to support public meetings and other events organized to support Metro COG operations.
- Make travel arrangements (i.e. registration, hotels, rental cars, etc.) for staff attending meetings out of town.

Required Office Management Duties/Responsibilities

- Assist the Director and Accountant in the management and implementation of Metro COG's benefits program, including but not to health/dental/vision and life/AD&D/LTD/STD insurances, SIMPLE IRA, EAP, Flexible Spending, and Health Savings Accountant, and others as necessary.
- Assist the Director and Payroll firm in the management and implementation of Payroll.
- Administer employee pre-employment paperwork and tests for hiring; management and organization of all employee records and files.
- Assist Director and Accountant by monitoring bank accounts, maintaining the receipt journal, making monthly bank deposits, assembling and sending monthly state reimbursement requests, providing data for budgets, and annual work reports.
- Work with Accountant to prepare monthly budget report summary; track monthly overhead/indirect costs; assist in preparation of the annual reconciliation of the indirect costs;
- Assist in the preparation of Quarterly Progress and Financial Reports.
- Assist Director and Accountant in preparation for annual Audit through the collection and organization of requested files and financial materials.
- Assist the Director in preparing and maintaining contracts to support Metro COG's planning program (i.e. RFPs, procurement management, contract monitoring, etc.).
- Assist the Director (and other staff) in the preparation of necessary reports/memorandum to ensure successful compliance of State/Federal requirements in the areas of Public Involvement, Title VI, DBE, etc.; which includes quarterly or annual reporting to state and Federal agencies.
- Performs other duties and activities as assigned.

MINIMUM QUALIFICATIONS

A minimum of an associate's degree and three (3) or more years of previous administrative support experience involving budget preparation, information dissemination, records organization and interaction with the general public and local elected officials; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job, such as those listed below.

An employee in this position must have above average organizational, office management and office administrative skills to maintain the day-to-day activities of the Metro COG office. Knowledge, skills, and abilities include:

- Requires the ability to compose business letters and to proof the work of others for grammar and organization;
- Requires math and algebra sufficient to set up spreadsheets with basic formulas;
- Requires basic knowledge of governmental administrative practices including budgeting, purchasing, and records administration;
- Requires advanced knowledge of Microsoft Office applications;
- Requires excellent customer service and public relations skills;
- Requires strong attention to detail;
- Ability to establish and maintain effective working relationships with others.

PHYSICAL DEMANDS & WORKING CONDITIONS

Most work is performed in a normal office environment. Work requires extensive use of a computer, telephone, and other office equipment. Work is generally light with considerable variety. Lifting a box of paper is the heaviest work. There is considerable attention to detail and deadlines.

Activities include stooping, sitting, standing, walking, lifting, fingering, grasping, feeling, talking, hearing/listening, seeing/observing, repetitive motions.

Light Work: Physical demands are normally those associated with light work: exerting up to 25 pounds of force occasionally and/or 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Executive Director retains the discretion to add duties or change the duties of this position at any time.