

# HAMPSHIRE COUNTY DEVELOPMENT AUTHORITY

**Position Title:** Administrative Secretary

**Department:** Administration

**Supervised by:** Executive Director

## **General Description of Work- Job Summary**

Under limited supervision provides administrative support and assistance to Executive Director. Work involves making limited policy interpretations when dealing with public requests as related to office management and administrative functions in the absence of the Executive Director. Work is performed in strict confidence.

## **Responsibilities**

- Professionally performs a variety of administrative tasks – including organizing appointment calendar, screening visitors and telephone calls, making travel arrangements and accumulating information for response.
- Prepares correspondence, reports, contracts, leases, manuals and other related documents as assigned.
- Schedules conferences and meetings with appropriate contact and follow-up to participants.
- Serves as payroll coordinator and HR representative for the Authority.
- Maintains and organizes all office files, assures that proper security measures are followed concerning confidentiality of content.
- Assists the Executive Director in planning and analyzing specific office problems affecting operations and participates towards efficient resolution.
- Prepares and distributes meeting materials; posts meeting notices and agenda at least three business days in advance of meeting date – both on site and on the HCDA website.
- Takes, prepares and posts meeting minutes in accordance with HCDA policy and/or WV Code 6-9A.
- Maintains and updates the Authority's website; coordinating content gathering, development and posting of media outlets including Face book.
- Assists the Executive Director and the Finance Committee in developing the annual plan and operational budget(s). Ensures that expenditures are processed timely and reconciled monthly against on-line bank accounts and internal QuickBooks records. Coordinates directly with HCDA accountants to balance financial statements for the HCDA Finance Committee and board review.
- Maintains lease of all HCDA rental properties including monthly payment collections, communication and notifications to tenants and lease preparation.
- Facilitates annual audit process providing information and oversight, coordinating with accountants in compliance with WV State Audit Requirements.

- Negotiates the purchase of office supplies and equipment for the Authority in accordance with budgetary restrictions and purchasing policies to ensure highest level of cost and operational efficiency.
- Maintains all HCDA master files with organizational efficiency for ease of access, inclusive but not limited to vendor, personnel/HR, HCDA Board records, projects and grants.
- Any and all other duties as assigned by the Executive Director.

**Skills, Knowledge and Attributes**

Ability to maintain detailed records, retrieve and utilize information from multiple sources to complete assignments. The employee must have the ability to deal with the public in a professional and courteous manner maintaining effective working relationships; consistently demonstrating excellent communication skills in their daily work performance. The employee must demonstrate good planning and organization skills; consistently providing a professional appearance and demeanor.

The employee must have strong knowledge of accounting procedures with the ability to grasp and apply new concepts quickly and efficiently. The employee will be familiar with; and/or acquire working knowledge of West Virginia State Audit procedures.

Computer literacy is critical to the position inclusive but not limited to Microsoft Office programs, QuickBooks, Excel etc.

**Qualifications**

Minimum educational requirement is a high school diploma or GED equivalent. An Associate degree in business administration or related discipline; although not required will be a strong consideration of employment. Any equivalent combination of experience and training in business administration, accounting or related discipline, which provides the required knowledge, skill and attributes will be considered.

**Other Requirements**

Possess a valid Driver's License. Employee must be able to pass a pre-hire drug screen and background check and be willing to comply with the HCDA Employee Handbook and HCDA By-Laws.

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

## **Key Competencies**

- Confidentiality
- Organizational and planning skills
- Attention to detail and accuracy
- Adaptability/flexibility
- Communication skills
- Information gathering and monitoring skills
- Problem analysis and problem-solving skills
- Judgment and decision-making
- Initiative
- Team player