

**UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION, 2018**

**POSITION TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT**

**GENERAL DESCRIPTION OF DUTIES**

Under general direction, the purpose of the position is to manage a variety of administrative duties for and with the Executive Director. Employee will provide support for the administration of the regional council's programs, and for non-profit entities, as applicable, outside of the regional council. Employees in this classification performs professional, administrative work. Position is responsible for office management, administrative duties, and the supervision of other administrative personnel as assigned.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Serves as the assistant to the Executive Director; conducts special projects research; collects, analyzes, and prepares information used for special reports; preparing letters, reports, contracts, and proposals, and professional grant writing and administration.

Follows-up on directives from UCPCOG Board of Directors and Executive Committee; maintains the UCPCOG's web page, and the telecommunications system.

Supervises and coordinates work of the secretarial and administrative staff and coordinates all secretarial support for the COG staff.

Provides information to the general public, as well as various agencies and local governments.

Prepares, edits, and publishes an annual report, monthly electronic newsletter, and other special issue bulletins.

Assists in the management of the general administration of the COG including the responsibilities as the office manager. Assures office equipment and supplies are purchased and maintained to support the entire organization.

**MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Assists clerical staff with their responsibilities when necessary. Performs related duties as required.

**QUALIFICATIONS**

Minimum: A high school diploma, and at least ten (10) years of experience as an administrative assistant working with governmental or non-profit entities, providing support and coordination for boards, senior management, and office staff, and performing advanced administrative tasks.

Preferred: An Associate's degree with course work emphasis in business administration or business management, supplemented by five (5) to seven (7) years of experience working with governmental or non-profit entities, and/or training that includes performing advanced administrative tasks.

## **PERFORMANCE APTITUDES**

**Data Utilization**: Requires the ability to calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

**Human Interaction**: Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization**: Requires the ability to use, operate, and/or handle office equipment, such as a computer, copier, telephone, calculator, tape recorder, postage machine, and a typewriter.

**Verbal Aptitude**: Requires the ability to utilize a wide variety of reference data and information, such as directories and policy and procedures manuals.

**Mathematical Aptitude**: Requires the ability to perform mathematical operations involving basic algebraic principles and formulas, basic geometric principles and calculations; and statistical calculations.

**Functional Reasoning**: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with latitude for independent judgment concerning choices of action.

**Situational Reasoning**: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

## **ADA COMPLIANCE**

**Physical Ability**: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Dexterity**: Requires the ability to perform simple movements requiring moderate coordination, such as those required to operate office equipment.

**Sensory Requirements**: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors**: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

## **PERFORMANCE INDICATORS**

**The work performance of supervisory personnel of Upper Coastal Plain Council of Governments is routinely evaluated according to the performance criteria outlined herein:**

**Knowledge of Work**: Has thorough knowledge of the methods, procedures and policies of the Upper Coastal Plain Council of Governments as such pertains to the performance of the essential duties of Administrative Assistant/Office Manager. Has thorough knowledge of principles and practices of modern office management practices, procedures, and equipment. Has considerable knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position. Has considerable knowledge of the organization of the department, and of related departments

and agencies. Clearly understands the occupational hazards and safety precautions required to perform the essential functions of the work. Has considerable knowledge of terminology and related professional languages used within the department as such pertains to work responsibilities. Knows how to maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with whom position interacts.

**Quality of Work:** Maintains high standards of accuracy in performing duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains quality communication and interaction with intra- and interdepartmental personnel, and any external entities with whom position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in a manner to produce a quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completion of assigned functions. Completes assigned work within established deadlines in accordance with directives, policies, standards, and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides sufficient notice to upper management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Exhibits an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates appropriate and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identification of alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advisement where appropriate, and researches issues, situations, and alternatives prior to exercising judgment.

**Cooperation:** Accepts supervisory and managerial instruction and direction, and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communications, variance with established policies and procedures, etc.. Offers suggestions and recommendations to encourage and improve cooperation both intra- and interdepartmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships both intra- and interdepartmentally, and with external entities with whom position interacts. Tactfully and effectively handles requests, suggestions, and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion for work elements, and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards, to include regulatory entities. Ensures such standards are not violated.

**Planning:** Plans, coordinates and utilizes information effectively in a manner to improve activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means, and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges, and allocates manpower, financial and other designated resources to achieve such goals and objectives.

**Organizing:** Efficiently organizes own work and that of subordinates as well. Ensures personnel under charge understand what results are expected of them, and that each is regularly and appropriately informed of all matters either affecting or of concern to them.

**Staffing:** Works with upper management, where appropriate, to select and recommend employment of qualified personnel.

**Leading:** Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership, as well as the application of such principles to functions under charge. Provides adequate feedback to personnel under charge concerning their performance in terms of excellent, satisfactory, or lacking. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

**Controlling:** Establishes and maintains a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods, and procedures.

**Delegating:** Assigns duties and responsibilities as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence, and assist them in personal growth. Establishes and maintains confidence in personnel under charge to meet new or additional expectations.

**Decision Making:** Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result. Moves decisively and explicitly to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

**Human Relations:** Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

**Policy Implementation:** Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to all policies in the discharge of duties and responsibilities, and ensures the same for personnel under charge.

**Policy Formulation:** Maintains current knowledge of changes in operating philosophies and policies. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure established policies enhance same.

Upper Coastal Plain Council of Governments is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Upper Coastal Plain Council of Governments will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Salary Grade: 15

Salary Range: \$39,150 to 56,696

Resumes should be submitted to [hr.ucpcog@gmail.com](mailto:hr.ucpcog@gmail.com) by COB on 10/26/2018.

**Resume deadline is extended until November 14, 2018**