

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

**POSITION TITLE: ADMINISTRATIVE ASSISTANT
PLANNING AND DEVELOPMENT SERVICES**

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the position is to assist the Planning and Development Services Program Director in carrying out the mission of the Planning Development Services (PDS) Department. Employees in this classification perform professional work. Position is responsible for departmental administrative, clerical and other duties related to grant and other projects within the department's scope of work. Position performs other related work as required and assigned. This position reports to the Planning and Development Services Program Director but works with, and in support of, all department staff.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Position is responsible for assisting the PDS Program Director and other department personnel with both administrative, clerical and program matters on a day-to-day basis. Responsibilities will include, but not be limited to, the following:

- Office related duties including computer and communication systems management, data analysis, word processing, web site, marketing and general communications as assigned or required;
- Assisting with the setup and coordination of meetings and/or workshops;
- Assist staff with correspondence and documents for plans and grant projects;
- Proofreading, mathematical calculations, and data-checking work, as assigned;
- Organise, maintenance and filing of documents related to grant and project materials;
- Keeping an inventory of supplies for the program;
- Receiving and distributing and/or recording key documents, evidence of payments, etc.
- Assisting PDS staff with research on some projects, as assigned;
- Setting up invoices for the department and requisitions for grant projects;
- Setting up routine reports for the department and grant projects;
- Assisting the staff to prepare records for monitoring visits;
- Maintenance of the program's mailing lists.

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.

- Plans, prepares, and assembles mailings;
- Maintain computer files, records, reports, etc.
- Updates the department's resource library materials;
- Performs copying and reproduction of documents;
- Performs related duties as required;

MINIMUM TRAINING AND EXPERIENCE

High school degree as a minimum with preference for two-year degree from community college in clerical, computer, organizational development or other related fields and supplemented by two (2) to three (3) years previous experience and/or training that includes clerical, governmental, business, and/or human services work; or an equivalent combination of education, training, and experience.

PERFORMANCE APTITUDES

Human Interaction: Requires the ability to work independently and as part of a team both internally and with partnership organizations; the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

Data Utilization: Requires the ability to use Microsoft Office Suite and other common programs, review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to use, operate, and/or handle office equipment, such as a computer, smart phone, printer, scanner, facsimile machine, calculator, telephone, pager, photocopy machine, and the operation of an automobile.

Verbal Aptitude: Requires the ability to communicate concepts, tasks, needs, duties and job related items clearly and concisely, utilize a variety of advisory data and information terms, such as COG policy manuals, Agency manuals and laws, letters, and performance standards.

Mathematical Aptitude: Requires the ability to calculate decimals and percentages; ability to perform mathematical operations with fractions and decimals; ability to perform basic algebra and geometric calculations, surface areas, volumes, weights, and measures.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

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, noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances; however, tasks may risk exposure to extreme temperatures.

PERFORMANCE INDICATORS

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

Knowledge of Work: Has considerable 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 the Planning Development Services' Administrative Assistant. Has working knowledge of principles and practices of planning and community development programs, procedures, and requirements. 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 working 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.

Employee's Signature

Supervisor's Signature

Date

Date

The 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.