

Date: 03-26-2018



LOWER CONNECTICUT RIVER VALLEY COUNCIL OF GOVERNMENTS Administrative/Financial Assistant Job Description

Position Summary

This position requires good interpersonal skills and the ability to convey a positive attitude through communication mediums (phone, email, reception). Also required is the ability to responsibly gather, organize and disseminate general information about the overall programs and functions of the agency and authoritatively disseminate information as directed by the Executive Director, Financial Administrator, or other supervising personnel. Other standard daily functions include: performing clerical functions in a detail oriented way such as preparing correspondence, receiving visitors, arranging conference calls, scheduling meetings, and assisting with financial records and bookkeeping.

Essential Functions

- Answer telephone with a sociable ability to learn about the person calling and provide assistance with general questions relative to the agency or programs in progress.
- Ability to distinguish a phone call that needs to be forwarded to one of the planning staff.
- Ability to work on multiple projects at once, appropriately managing time.
- Able to work cooperatively with all agency staff, in support of all agency projects.
- Management of email distribution lists and monitoring for event notifications and email blasts, website postings for events, minutes, or agendas
- Arranging for meeting venues, setup of events, materials, notices
- Organizing and distributing notices, press releases, and documents for meetings, workshops, and events;
- Maintains or arranges for maintenance of all office equipment. Orders office supplies and repairs to equipment to keep the office well-equipped and stocked for the staff.
- Attend meetings in order to record minutes.
- Compile, transcribe, and distribute minutes of meetings.
- Greet visitors with friendly and welcoming demeanor and determine whether they should be given access to specific individuals.
- Open, sort, and distribute incoming correspondence, including email.
- Prepare agendas, provide cover introductions for emails, or mailed correspondence and make arrangements for committee, board, and other meetings.
- Prepare responses to email and written correspondence containing routine inquiries.
- Proofread documents before dissemination.
- Conduct clerical and financial duties.

Additional Duties

- Attends COG Board as required as well as COG related meetings with municipal, state and federal entities as needed or directed to take minutes
- Supports Financial Administrator with clerical and bookkeeping duties, including A/P, Payroll, deposits, bank reconciliations, filing, scanning, correspondence, and contact with vendors.

Knowledge, Abilities and Skills

- Good organizational and coordinating skills
- General understanding of one or more of the principles and practices of local or state government, transportation, land use planning, and regional planning, including Federal and State transportation planning processes
- Bookkeeping skills with strong attention to detail

- Good problem solving skills
- Ability to communicate effectively both in verbal and written form
- Ability to present facts and recommendations in verbal and written form
- (Desirable) Ability to layout documents and maintain websites

Minimum Qualifications

Administrative Assistant Certificate or an Associates Degree of Secretarial/Administrative Assistant Science from an accredited technical school or college with a minimum of 4 years experience. Experience in bookkeeping support. A combination of experience and education include proficiency in:

- Microsoft Word, Excel, Access, basic to expert level features of PowerPoint, and the integration of these applications for preparing and enhancing text for word processing, spreadsheets, databases, and presentations for personal and professional use.
- Application of rules of formatting, grammar, punctuation, spelling, and usage to documents is required
- Typing Speed of 45 wpm is preferred.
- Requires strong computer and Internet research skills, flexibility, excellent interpersonal skills, and the ability to work well with all levels of internal management and staff, as well as government officials, outside clients, vendors, and members of the public. Sensitivity to confidential matters may be required. .

Supervision

- Works under the general direction of the Executive Director, Deputy Director, and Financial Administrator, following professional standards, procedures and policies, and supports other staff members as needed
- Works well independently and in combination with others

Work Environment

- Standard office environment with occasional evening and out-of-office work required
- Flexible hours with permission from the Executive Director

Certificates and Licenses

- Current valid Driver's License and access to a vehicle

Salary range

- Market competitive, negotiable and commensurate with experience (\$35,000-\$45,000)

Note: *This description is not intended and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be a reflection of the principle job elements essential for making compensation decisions.*

The Lower CT River Valley Council of Governments provides equal employment opportunities (EEO) and prohibits unlawful discrimination with respect to all employees and applicants for employment. It is the policy of LCRVCOG to provide equal employment and economic opportunity at every level without regard to race, color, sex, sexual orientation, gender identity and expression, genetic information, age, national origin, ancestry, religion, marital status, present or past history of mental disorder, learning disability or physical disability including but not limited to blindness, except in the case of a bona fide occupational qualification or need. This Policy applies to all phases of employment and economic opportunity including, but not limited to recruitment, hiring, placement, upgrading, promotion, demotion or transfer, layoff, recall or termination, compensation and training.

PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT

REQUIRED FOR ESSENTIAL DUTIES

- Must be mobile with the ability to get from one location in the office or work site(s) to other locations in and outside from the primary office or work site(s) during the day and/or evening.
- Ability to reach and bend, and push/pull or lift objects less than fifty pounds.
- Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy.
- Ability to see and read objects closely as in reading/proof reading narrative or financial reports. Ability to read plans, maps or diagrams and read from a computer monitor. Ability to see objects far away as in driving. Ability to discriminate between colors.
- Ability to hear normal sounds with background noise as in hearing/using a telephone. Ability to distinguish verbal communication and communicate through speech.
- Ability to communicate effectively in oral and written form.
- Ability to maintain files and records and make mathematical calculations using a calculator.
- Ability to concentrate on complicated detail and complex issues for more than three hours at a time with some interruption, pressure and changing priorities.
- Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned.
- Ability to use knowledge and reasoning to solve complex problems.
- Ability to learn and apply new information, methodologies, techniques and legislation applicable to departmental activities.
- Works in typical office setting subject to interruptions, heavy traffic flow and heavy work volume expectations
- Standard office work environment with some evening or weekend work may be involved, but flexible scheduling allows for creative project management to accommodate workload.

Note: *Reasonable accommodations will be considered under the Americans with Disabilities Act as it may be amended from time to time. This list is not all inclusive and may be supplemented as necessary to account for changes in essential functions and/or changes in the work environment.*