

## The Capitol Region Council of Governments

# Administrative Assistant



To apply send your resume  
and cover letter to:

The Capitol Region Council of Governments introduces a great opportunity to become its newest **Administrative Assistant**.

The Capitol Region Council of Governments (CRCOG) is a voluntary Council of Governments formed to initiate and implement regional programs of benefit to the towns and the region. It is guided by the chief elected officials of our 38 Metro Hartford municipalities. The mayors, first selectmen, and town council chairmen who make up our governing Policy Board recognize that the future of our individual members is tied to the future of our region. Our members have collaborated for more than 50 years on a wide range of projects to benefit our towns individually and the region as a whole. CRCOG is the largest of Connecticut's nine regional planning organizations and serves as the Metropolitan Planning Organization (MPO) for the Metro Hartford area.

This position reports to the Chief Operating Officer. The incumbent exercises considerable initiative and independent judgment within an assigned area of responsibility, and work is subject to evaluation on the basis of results obtained.

This is a **Part Time** position (up to 21 hours/week)

Salary: \$26.50 to 36.17 per hour

CRCOG is an Equal Opportunity Employer



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# Administrative Assistant

### Summary of Position

Under general direction, performs administrative and secretarial duties for the Executive Director as well as providing administrative support for department directors as needed and administrative support for meetings. This is a part time position (up to 21 hours per week).

### Duties and Responsibilities

- Supports the Policy Board and Executive Committee; prepares agendas, packets, and related materials; prepares and coordinates publications, postings, and distribution of legal notices.
- Provides confidential secretarial and administrative support to the Executive Director.
- Maintains calendars; coordinates, arranges, and confirms meetings; arranges for meeting setup and refreshments, attends meetings, types up minutes and posts them to CRCOG website.
- Prepares and coordinates travel arrangements and expense reimbursements.
- Reviews, proofreads, and edits a variety of reports, notices, memoranda, correspondence and other documents and attends to a variety of office administrative duties as required.
- Provide administrative support to other CRCOG departments, including support of the Regional Planning Commission.
- Independently composes letters and reports; types and transcribes confidential letters, reports, and records; performs special assignments, studies and routine administrative functions as direction.
- Screens incoming correspondence and calls and follows up to ensure timely response; responds to inquiries and requests from the public.
- Other related work as required.

### Desirable Knowledge, Skills, and Abilities

Knowledge of: the principles and practices of office administrative practices and procedures; strong verbal and written communication skills including spelling, grammar, and punctuation; good customer service; knowledge pertaining to Freedom of Information guidelines. Ability to work independently and juggle multiple projects. Ability to be flexible and adaptable. Ability to use a personal computer in and advanced uses of word processing, spreadsheet, and other standard office equipment. Website or social media experience a plus.

### Minimum Training and Experience

An Associate's degree from an accredited college or university and three years of increasingly responsible experience in administrative support and office management. *A combination of training and experience that demonstrates the necessary knowledge and abilities will also be considered.*

### Licenses and Certifications

May need a valid driver's license or the ability to obtain. May need a Connecticut commission as a Notary Public or the ability to obtain.

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## **Physical Demands and Working Environment**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to sit, stand, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, and occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus and ability to remain exposed to video display terminals daily for extended periods of time. Vocal communication is required for frequent expression or exchange of ideas by means of the spoken word or by telephone. Hearing is required to perceive information at normal spoken work levels.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet, but work is subject to regular interruption and background noise.

## **Travel and Weekend or Evening Meetings**

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars. Work requires one quarterly evening meeting and may occasionally require evening or weekend meetings.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

## **EEOC Statement**

It is the policy of the CRCOG to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the CRCOG will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.

## **Contact Information**

Please address your resume and a cover letter to Ms. Cheryl Assis Director of Public Safety and Homeland Security. Electronic submissions are preferred and should be sent to [cassis@crcog.org](mailto:cassis@crcog.org), with the subject of the email 'Administrative Assistant'. If submitting via postal mail, transmit to CRCOG, 241 Main Street; 4th Floor, Hartford, CT 06106. Resumes should be received by October 13, 2020, but the position will remain open until filled.