

**South Central Region Council of Governments
Job Description**

Job Title	Administrative Assistant
Department	Transportation
Category	Full-Time
FSLA	Exempt
Report to:	Executive Director and Finance Director

Position Summary/Purpose:

The Administrative Assistant for the South Central Regional Council of Governments is responsible for providing administrative support to the organization, its staff members and occasionally to member municipal officials, ensuring the smooth and efficient operation of the office. This role requires strong organizational, communication, and interpersonal skills, as well as the ability to manage multiple tasks and priorities. The Administrative Assistant works closely with other staff members and external stakeholders to facilitate communication, coordinate meetings and events, and support the organization's mission and objectives.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Office Administration - Manage the day-to-day operations of the office, including answering phone calls, maintaining office supplies and equipment, handling incoming and outgoing mail.
- Meeting Coordination – Schedule, organize, and coordinate meetings, conferences, and events for staff members, committees and other stakeholders, including securing venues, preparing materials and arranging for any necessary equipment or services. Assist with all appropriate agenda packets for various committee meetings. Prepare and distribute agenda packets. Prepare minutes for board meetings. Coordinate food for meetings when necessary.
- Record Keeping – Maintain accurate and up-to-date records for the organization, such as meeting minutes, reports, correspondence.
- Document Preparation – Assist in the preparation, editing, and formatting of letters, reports, presentations, and other materials, ensuring a high level of accuracy and professionalism.
- Travel and Expense Management - Coordinate travel arrangements for staff members, including booking flights, accommodations, and ground transportation, and assist with processing expense reports and reimbursements.
- Technology – Provide technical assistance for office technology, including conference rooms and remote meeting technology

- Financial Support - Assist with basic financial tasks, such as bank deposits, processing invoices, managing purchase orders, and maintaining budget tracking spreadsheets.
- Event Planning - Support the planning and execution of special events, workshops, and conferences, including managing event logistics, coordinating with vendors, and preparing promotional materials.
- Reception Duties - Greet and assist visitors to the office, providing information and assistance as needed.
- Confidentiality - Handle sensitive information and documents with discretion and maintain confidentiality as required.
- General Support - Provide general administrative support to staff members and committees, such as data entry, filing, and photocopying.
- Professional Development - Stay up-to-date with administrative best practices, software, and tools, and participate in relevant training and workshops to continually enhance professional skills.
- Website – Manages Updates to agency website.
- Other duties as assigned: Perform other related tasks and duties as required or assigned by the supervisor or management.

Other Functions:

- Attending SCRCOG Board meetings as well as SCRCOG-related meetings with municipal, state and federal entities;
- Attending meetings, conferences, workshops, and training sessions to enhance knowledge and skills;
- Assisting the Executive Director, staff and member municipal officials as needed or directed.

Minimum Required Qualifications:

Education, Training and Experience:

To be considered, applicants must have a High School Degree with 1-3 years of relevant experience in office management, administrative duties, office work, etc. An associate degree can replace some of the years of experience or any equivalent combination of education, training and work experience.

Knowledge, Ability and Skill:

- Knowledge of Zoom, Teams, and Microsoft Office Suite
- Project development, implementation, and administrative management skills
- Communicate clearly and effectively orally and in writing, including the editing, oversight, or preparation of technical reports, and the presentation of information.
- Coordinate and facilitate meetings both in person and hybrid.
- Establish and maintain effective working relationships with SCRCOG Board, staff, municipal leaders, federal and state agencies, and other community stakeholders.
- Organize, coordinate, and prioritize multiple project assignments.

- Ability to organize files, documents, agendas, packets, promotional materials, public notices, etc.

Job Environment:

Office work is performed in a moderately quiet office.

Requires the operation of telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes constant and periodic contact with Regional, State and Federal agencies, departments and organizations; municipal departments and staff, residents, developers, attorneys, consultants commission members, engineers, surveyors, architects, archaeologists, and the general public. Communication is frequently in person, by telephone, fax, email, and in writing. Contacts require confident, tactful presence and calm demeanor.

Errors in judgment or omissions could result in delay in service, rework and legal ramifications and potential liability

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-Driving	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking & Hearing			X	
Using hands/fingers to handle/feel/type				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X

Smelling	X			
Bending, pulling, pushing -filing		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X	X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)				X
Moderate noise (computer, light traffic)		X		
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
- ☒ Distance vision (i.e. clear vision at 20 feet or more)
- ☒ Color vision (i.e. ability to identify and distinguish colors)
- ☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- ☒ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)