

## **Pendleton County Economic & Community Development Authority Office Administrator Job Description**

### **Job Summary:**

To perform a variety of responsible and confidential economic development and administrative duties in support of the EDA Board of Directors and the Executive Director; and to provide general information and assistance to the public during set business hours.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

### **Duties/Responsibilities:**

- All behaviors must comply with Pendleton County employee policy.
- Directs office activities and functions to maintain efficiency and compliance with company policies.
- Assists Executive Director and EDA Board with their assigned duties, particularly when more advanced, skilled or sensitive work is required.
- Prepares EDA Board meeting agendas, prepares EDA Board minutes, and maintains records, documentation, and files.
- Oversees telephone services, email correspondence, and mail distribution.
- Maintains EDA office business hours for the Public.
- Maintains office supplies inventory.
- Maintains records, documentation, and files, particularly more complex or sensitive files such as employee files.
- Assists in researching and compiling data for special projects.
- Maintain budget information and input financial information into Quick books.
- Responsible for paying EDA bills and making deposits in a timely manner.
- Establish and maintain cooperative-working relationships with those contacted in the course of work including County and State officials, management staff, employees, and the general public.
- Performs other related duties as assigned.

### **Required Skills/Abilities:**

- Proficient with Microsoft Office Suite and QuickBooks.
- Excellent verbal and written communication skills, including spelling, grammar, word usage, and punctuation.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Work independently in the absence of supervision and prioritize tasks.

- Leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Basic understanding of how to operate standard business equipment.
- Business letter writing.
- Typing and transcribing a variety of correspondence and notes of meetings.

**Education and Experience:**

- High school diploma or equivalent required; Associate's degree in office administration or related field preferred.
- At least three years of administrative and clerical experience required.

**Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.