

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 EDA 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.
- Maintains office business hours for the Public (Monday – Friday, 830am – 430pm or by appointment).
- Directs office activities and functions to maintain efficiency and compliance with company policies.
- Assists Executive Director and Board with their assigned duties, particularly when more advanced, skilled or sensitive work is required.
- Prepares Board meeting agendas, board minutes, and maintains records, documentation, and files.
- Oversees telephone services, email correspondences, and mail distributions.
- 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.
- Maintains budget information and inputs financial information into Quickbooks.
- Responsible for paying bills and making deposits in a timely manner.
- Establish and maintains 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 by Executive Director and Board of Directors.

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.