

Job description

## ADMINISTRATIVE SERVICES COORDINATOR

DEPARTMENT: Industrial Development Authority of Brunswick County

### NATURE OF WORK:

Provides a variety of complex administrative duties for IDA Director and IDA Board

This position performs a variety of tasks in support of a program, operation, or work unit requiring a substantive knowledge of the work unit's policies, practices, and procedures to select and apply the most appropriate process or guideline to complete the work. Responsibilities include coordinating, planning, and implementing program components. Position serves as a principal program support resource regarding processes and procedures applicable to the program.

### ESSENTIAL FUNCTIONS OF THE JOB:

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work as necessary.

Implements, coordinates and monitors general and specific program services, policies, and procedures. Researches, reviews, and recommends improvements to operational procedures protocol.

Ensures compliance of procedural and operational guidelines within established time frames. Monitors work assignments.

Collects and assembles a variety of information from within and outside the agency and analyzes the information to reach logical conclusions and makes recommendations in order to assist professionals in performing their work and resolving problems.

Serves as department liaison with consultants, municipal representatives, community boards, professional associations and others as directed.

Prepares and maintains a variety of reports and records.

Facilitate Board meetings, including preparing Board packets distribution of materials, minute taking and other duties as assigned.

Composes a variety of correspondence to include; letters, memos, and e-mails.

Plans, coordinates and monitors program services and special events, projects, and functions such as retreats, meetings, conferences, training programs, seminars, community-wide events, etc.

Performs general office support duties to include, but not limited to, conducting research of property, directing incoming telephone calls and messages to the appropriate administrative office personnel, screening and distributing incoming mail and ensures that materials are routed to the appropriate person for action or review and are responded to within required time frames, scheduling and coordinating arrangements for meetings, filing documents, typing correspondences.

Providing assistance and information to IDA Accountant.

Using bookkeeping databases, spreadsheets and software. Posting financial transactions using appropriate computer software

Receiving and recording vouchers, cash and checks

Printing a variety of reports including income statements and balance sheets from Accounting Software

Checking for and reporting accuracy in reports, figures and postings

Assisting Accountant with Audits

Attending offsite Meetings

#### JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting. Operates standard office equipment including telephones, computer keyboard, copier and fax machines, etc.

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the structure, programs, and policies of County government.

Ability to perform essential functions of the job

Ability to assist busy executive Director to maintain Appointment Calendar.

Ability to understand and carry out complex oral and written instructions.

Ability to make decisions in accordance with established procedures and policies.

Ability to work with minimal supervision and to exercise independent judgement

Ability to deal effectively and courteously with County Officials, public employees, and related outside agencies.

Ability to maintain confidentiality of all information.

Ability to maintain proper office decorum

#### MINIMUM QUALIFICATIONS:

Bachelor's degree in Business Administration or related fields or training equivalent to four years college education, any equivalent combination of acceptable education and/or experience providing the knowledge, abilities, and skills cited above.

#### NECESSARY REQUIREMENTS:

Possession of a valid and appropriate Virginia driver's license.

Board Meetings are 2nd Tuesday of each month at 6:00 and are mandatory.