



## BARNSTABLE COUNTY JOB DESCRIPTION

<b>Title:</b> Administrative Assistant	<b>Classification:</b> Cape Cod Commission
<b>Department:</b> Cape Cod Commission	<b>Grade:</b> 3
<b>Reports to:</b> Finance & Administration Manager	<b>FLSA Status:</b> Non-exempt
<b>Effective Date:</b> August 1, 2021	<b>Union Status:</b> Non-represented

### Summary

Skilled administrative and professional work supporting the daily operations of the Cape Cod Commission, requiring tact and discretion with a flexible and cooperative energy; performs moderately complex Commission-wide administrative and accounting duties; all other related work as required.

### Essential 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.*

Provides a range of routine to complex administrative functions significant to the operation of a high-profile public agency; prepares correspondence, reports, processes public outreach materials and other documents as requested. Prepares and processes various electronic and hard-copy mailings, under tight timeframes.

Assists with the management of Commission finances; processes account payable and receivable confirming accurate and complete documentation; contacts vendors as needed. Prepares invoices for regulatory process, follows up as appropriate. Inventories office supplies and prepares purchase requisitions. Prepares personnel records, maintains attendance records and reconciles with employee accruals; prepares biweekly payroll reports utilizing online time records; maintains and ensures accurate grant/match accounting; utilizes and adheres to Barnstable County's administrative and financial policies, practices, and procedures.

Acts as initial point of contact with the public, answers telephone, greets visitors, handles information requests, opens, and distributes mail.

Prepares meeting agendas and posts manually and electronically ensuring compliance with open meeting law requirements. Attends, records proceedings and prepares minutes of public meetings. Provides administrative support to various Commission committees.

Organizes meeting and special event logistics including venue reservations, catering, and providing administrative support at events, as required.

Assists with the maintenance of Department website; maintains computerized files, records and mailing lists including contacts database.

Assists with the recruitment and hiring process, schedules interviews, maintains accurate applicant and recruitment records, prepare written correspondence with applicants.

May perform other specialized tasks such as following protocol for receiving and handling pond water quality samples, performing administrative support for another department and other miscellaneous duties.

Performs similar or related work as required, directed or as situation dictates.

### Supervision Received and Exercised

Works under the general direction of the Finance and Administration Manager. Functions independently with work requested/ directed by Commission staff, referring problems to supervisor only when clarification or interpretation of policy or procedure is required.



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### Qualifications

#### Education and Experience

Diploma from an accredited high school with additional business or accounting training equivalent to an associate degree and three years of experience; Bachelor's Degree preferred; or an equivalent combination of education and experience.

Knowledge of: public administration policies and practices particularly open meeting and procurement laws.

Ability to: communicate effectively orally and in writing with various audiences including public officials and the general public; handle multiple tasks, determine priorities and meet deadlines in fast paced office environment; maintain accurate and detailed records; maintain knowledge and skill in utilizing software programs including specialized financial systems; recognize Commission and regional priorities and work cooperatively and collaboratively to support their accomplishment.

Skill: organizational, writing, interpersonal/collaborative communication, resourcefulness, and discretion; computer skills that encompass effective use of word processing, spreadsheet, accounting, project management, presentation, email and internet browser software.

Required Licensing/Certification: A valid U.S. Driver's License.

#### Job Environment

Most work is performed under typical office conditions with moderate noise and frequent interruptions and requests for information or direction; occasional evening or weekend work is required due to deadlines or cyclical nature of fiscal functions. The volume of work is sometimes affected by funding and other deadlines and time constraints of fiscal periods. Operates a computer and general office equipment; operates an automobile.

#### Physical Requirements

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

Minimal physical effort required; occasional light physical effort required when moving equipment, file boxes, etc., requiring an ability to transport/move up to 25 pounds. Position requires the ability to operate a keyboard and general office equipment at efficient speed and to view computer screens for an extended period of time. Vision and hearing at or correctable to normal ranges. Ability to convey general information to the public. Operates an automobile to perform County-wide travel to transact business.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

*Equal Opportunity/Americans with Disabilities Act Employer*