

GOVERNOR'S OFFICE FOR CHILDREN POSITION DESCRIPTION

Position: Administrative Associate

Supervisor: Chief, Grant and Contract Administration

Overall Responsibilities:

Provides administrative and secretarial support to the Executive Team and GOC staff by performing a variety of tasks such as scheduling appointments and conference rooms; drafting, transcribing, copying, faxing, and filing correspondence, proposals, and other documents; maintaining and managing files; maintaining the mail log, office machines and services (copier/water cooler/locks), etc. Responsible for processing accounts payable/receivable and conducting the regular reconciliation of the purchasing card account. Performs a variety of tasks related to maintaining an accurate office inventory of fixed assets. Acts as office fleet coordinator and liaison with the Department of General Services (and its designees) in order to ensure the efficient operation of the office.

Essential Duties/Responsibilities:

- Coordinates agendas, reports, minutes and other documents and prepares notes for regular and special meetings convened by GOC staff. Prepare minutes as necessary.
- Prepares and distributes memos, letters and other correspondence both to internal/external audiences.
- Manages online calendars related to car and conference room reservations.
- Plans activities and provides coordination for events, meetings, conferences, trainings and publications.
- Performs general office duties, including typing, copying, emailing, mailing, faxing, etc.
- Maintains databases as required.
- Maintains grant files as necessary.
- Handles correspondence relating to grants and contracts.
- Staffs the reception desk as needed (greet guests, answers the telephone and doorbell, provides assistance to meeting attendees, etc.).
- Receives and routes/handles telephone calls, faxes, mail, and packages.
- Processes accounts payable/receivable and conducts the regular reconciliation of the purchasing card account.
- Maintains accurate office inventory of fixed assets.
- Handles requests for temporary parking for guests.
- Acts as office fleet coordinator, including ensuring timely routine maintenance for office vehicles, maintaining all logs and submission of reports as required, etc.
- Orders supplies and assists with procurement for office in accordance with established policies.
- Maintains office equipment as necessary including submission of usage reports for multi-function copiers, placing service calls, ordering needed supplies and replacing toner and ink and other parts as needed.

- Acts as liaison with Department of General Services (and its designees) in order to ensure the efficient operation of the office, including but not limited to handling issues related to general phone and conference call services, pest management, utilities, general office repairs, housekeeping, maintenance and door locks.
- Other duties as assigned.

Minimum Qualifications:

- Possession of a high school diploma or equivalent with three years clerical and/or administrative experience or any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.
- Must have excellent written and verbal communication skills and the demonstrated ability to effectively present oral and written information.
- Must be self-motivated with strong organizational skills and the ability to manage multiple tasks and prioritize to effectively manage workload with minimal direct supervision.
- Self-directed to take action and resolve issues and possess sound judgment and discretion in handling confidential information.
- Detail-oriented with the ability to work at a high degree of accuracy.
- Ability to conduct oneself in a highly professional manner at all times with a commitment to providing high-quality service.
- Ability to independently prepare agendas, documents and related complex or confidential correspondence.
- Ability to handle multiple interruptions and adjustments to priorities throughout the day.
- Experience in dealing with the public in an effective and courteous manner and the ability to communicate effectively with diverse individuals and to handle calmly and efficiently situations ranging from routine to emergency.
- Excellent memory and organizational ability in order to set priorities, organize workload, handle multiple responsibilities and meet deadlines.
- Proficiency in Google and Microsoft Office applications (Outlook, Word, Access, and Excel).
- Possession of a valid Maryland driver license with the ability to travel in State with occasional overnight travel.

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