

# GEORGIA MOUNTAINS REGIONAL COMMISSION

## JOB DESCRIPTION

**CLASSIFICATION TITLE:** Part-Time Administrative Secretary/Receptionist  
**FLSA STATUS:** Non-Exempt  
**REPORTS TO:** Executive Assistant  
**PAY GRADE:** DOQ

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform a variety of administrative and clerical duties in support of the efficient daily operations of the Georgia Mountains Regional Commission.

### ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Answers the phones at the front desk and directs all calls to the proper department.
- Actively and positively greets all visitors to the GMRC.
- Creates and maintains filing systems, both electronic and physical.
- Prepares communications such as memos, emails, and other correspondence.
- Types, copies, mails, distributes letters and other correspondence; prepares or completes various forms, reports, correspondence, or other documents.
- Maintains files for various departments and assists with collecting and collating materials for projects as requested by the Department Heads or Executive Assistant.
- Prepares mailings for various departments and Council.
- Assists the Economic Development Department with copying and packaging grants as needed.
- Assembles and updates planning documents such as the Regional Plan, Comprehensive Plans, Zoning Ordinances, Short Term Work Programs, and others as identified by the Planning Department staff.
- Copies and prepares handouts for meetings, copies and binds publications for cities and counties.
- Processes, sorts, and meters mails for GMRC; maintains adequate level of postage in meter; prepares bulk rate mailings, and travels to post office daily to take and collect mail.
- Compiles and updates regional City and County Officials Directory on an annual basis.
- Coordinates purchasing office supplies.
- Schedules use of fleet vehicles; coordinates all maintenance for fleet vehicles and maintains records; prepares monthly fleet vehicle mileage reports.
- Assists in coordinating meeting arrangements; prepares name tags and meeting materials for various meetings.
- Clips newspaper articles pertaining to RC projects.



- Maintains files for all city and county publications and documents that the RC prepares.
- Serves as key operator for copier, fax, and other office machines.
- Greets and directs all visitors to the agency; responds to inquiries from the public local governments.
- Provides proof reading and editing for various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards, or retains as appropriate.
- Operates a computer to enter, retrieve, review, or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Updates calendar monthly for use of conference rooms and teleconference capabilities.
- Performs other related duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge and proficiency in Microsoft Professional Software, including but not limited to Word, Excel, PowerPoint, and Publisher.
- Skill in oral and written professional communication.
- Skill and experience with professional customer service.
- Ability to work well in a team environment.
- Ability to multi-task.

### **MINIMUM QUALIFICATIONS REQUIRED**

High school diploma or GED; supplemented by college level course work or vocational training in secretarial science or business administration; supplemented by six months previous experience and/or training involving clerical work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**SUPERVISORY CONTROLS:** The Executive Assistant assigns work in terms of department goals and objectives. The work is reviewed through conferences, reports, observation, and annual performance evaluations.

**GUIDELINES:** Work must be conducted following any applicable local, state, or federal requirements when working on projects for local governments. The Part-Time Administrative Secretary must follow all guidance as provided by the supervisor.

**COMPLEXITY:** The work consists of varied communication and office duties. The priorities set by the various administrative levels change frequently contributing to the complexity of the work.

### **PERFORMANCE APTITUDES AND ADA COMPLIANCE**

Language: Ability to read, analyze, interpret, and communicate the intricacies of complex documents. Ability to write and clearly convey information through routine reports and correspondence. Ability to speak effectively before individuals, council members, city and county



officials, and other visitors. Ability to respond to common inquiries or complaints from public officials, citizens, regulatory agencies, or members of the business community.

Mathematical: Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals.

Communication: Must be able to communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and to provide service to coworkers, individuals of the region, city, county, state, and federal officials.

Reasoning: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Physical Ability: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation and specific vision abilities required by this job include close vision and the ability to adjust focus. Additionally, the employee occasionally will be required to walk.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions. At times tasks may be performed outdoors where there could be exposure to extreme weather conditions including rain/snow.

Travel: This position may require travel to meetings throughout the Georgia Mountains Regional Commission service area. The Part-Time Administrative Secretary must possess a valid driver's license and have access to reliable transportation. This position may require attendance at meetings that occur during the evenings.

**The Georgia Mountains Regional Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Georgia Mountains Regional Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.**



*I, the employee, understand that this document is not to be construed as a contract, either implied or elicited. All information contained herein is merely an attempt by the Georgia Mountains Regional Commission to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.*

*Employee's Signature and Date:* \_\_\_\_\_

*Supervisor's Signature and Date:* \_\_\_\_\_

*Executive Director's Signature and Date:* \_\_\_\_\_

