Emerald Coast Regional Council
Job Description

JOB TITLE: Administrative Professional III
REPORTS TO: Human Resources and Administrative Manager
ROLE & LEVEL: A3 FLSA STATUS: Non-exempt
TRAVEL: 0-25% LOCATION: Pensacola, FL

WORK OBJECTIVE:
Performs senior level administrative tasks for the Emerald Coast Regional Council (ECRC). Provides clerical support by implementing administrative systems, procedures, and policies, and monitoring administrative projects. Work is performed under limited supervision with moderate latitude. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:
The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Responsible for higher level meeting preparation, assistance, and follow up such as drafting documents and agendas, as well as coordinating with internal and external stakeholders as needed; manages and maintains the smooth flow of meetings from an administrative standpoint
- Assists with and prepares for organizational meetings on and off site; manually notates and records minutes; drafts minutes of meetings, transcribes, distributes, and files those minutes with a higher degree of accuracy
- Coordinates all levels of complexity of travel arrangements for staff and members of ECRC; creates check requests and other travel documents; maintains and assists with initial reconciliation of credit card statements; obtains information and completes travel vouchers for reimbursement
- Enters data as needed into applicable computer software systems; organizes and maintains electronic and physical files; maintains contact information
- Creates documents such as orientation packets, flyers, cards, etc.; copies in-house documents as needed
- Identifies and provides assistance in resolving operational and administrative problems
- Assists in the planning and organizing of administrative work activities; recommends improvements in workflow, procedures, and use of equipment and forms; assists in implementing improvements as approved
- Reviews, edits, converts and prepares final input from division staff into the monthly activity report submitted to the ECRC Board
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- Provides guidance to clerical and office support staff; prepares and coordinates front desk coverage schedules; provides instruction, and low-level training; provides information and feedback to appropriate supervisory staff regarding performance
- Develops, analyzes, reviews, and revises office forms and reports
- Conducts internet research as needed
- Assists the Records Retention Liaison to ensure compliance as needed
- Compiles complex agendas under supervisor direction; makes edits as directed

MINIMUM QUALIFICATIONS:
High school diploma or GED; supplemented by two (2) or more years' administrative experience. An equivalent combination of education, certification, training, and/or experience may be considered. Must pass a pre-employment drug screen and background check.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:
- Experience working for a government or other public entity; specifically, drafting meeting minutes
- Experience as an office manager or managing facility issues
- Advanced computer skills

KNOWLEDGE, SKILLS, AND ABILITIES:
- Advanced knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology
- Advanced knowledge of public agency functions including the role of appointed boards and commissions
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel)
- Ability to understand, interpret, and apply general and specific administrative and departmental policies and procedures
- Ability to operate office equipment including computers and supporting word processing, spreadsheet, and database applications
- Ability to exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work
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- Ability to prepare, organize, and maintain a variety of specialized files, records, and reports
- Ability to manage multiple priorities to ensure that deadlines are met
- Ability to direct and train staff

PHYSICAL REQUIREMENTS:
Tasks involves light physical effort (i.e., some standing and walking, or frequent light lifting of less than 10 pounds) and minimal dexterity in the use of fingers and limbs in the operating of office equipment. This job operates in a professional office environment. Tasks may involve extended periods of time sitting at a workstation and utilizing a keyboard.

ENVIRONMENTAL REQUIREMENTS:
Tasks are regularly performed in a typical office environment without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:
Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.