

GAYLORD BUSINESS CORRIDOR TIGER GRANT

JOB TITLE: Administrative Assistant (Construction)

DEPARTMENT: Otsego County Economic Alliance (OCEA)

REPORTS TO: Executive Director

APPROXIMATE STARTING SALARY: \$10.50-14.50/hr

Position Summary

This position is grant funded and will be a direct hire by the OCEA. Under the direction of the OCEA Executive Director (ED), the Administrative Assistant will provide bookkeeping, administrative and project support services to accomplish the goals and objectives of the Gaylord Business Corridor (GBC) construction project. The Administrative Assistant will report directly to the GBC TIGER Grant Project Manager (PM).

Duties and Responsibilities

- ❖ To provide bookkeeping services related to management of construction projects
- ❖ Maintain all project financial accountability records
- ❖ Process all payment requests by consultants, contractors and vendors for payment by the City and Otsego County Road Commission
- ❖ Review all completed payment requests with the PM for accuracy
- ❖ Provide monthly financial status reports to the Research Director
- ❖ Prioritize and perform a variety of administrative and clerical tasks for the GBC TIGER Grant
- ❖ Set up, maintain and purge program records, files, budgets, minutes and other data
- ❖ Prepare minutes, agendas and meeting notices for all GBC TIGER Grant meetings and attend meetings as directed by the PM
- ❖ Coordinate the purchase of office supplies and equipment as approved by the PM
- ❖ Answer routine telephone inquiries and information inquiries received as directed by the PM
- ❖ Prepare documents as directed by the PM
- ❖ Gather information and data by direct interview, telephone, internet, letter or other means
- ❖ Review project related documents for completion and work with the Research Director to ensure compliance with federal regulatory requirements
- ❖ Maintain and update the GBC TIGER Grant construction project web site as instructed
- ❖ Assume additional duties and responsibilities as directed by the PM
- ❖ Assist in routine maintenance of the office

Education and Training

A high school diploma or equivalent is required. Experience in administrative support, practical experience in a variety of technical instructions such as proficiency in QuickBooks, Microsoft Word, Excel, PowerPoint, and the Internet, experience with standard office equipment, proper grammar and editorial skills are required, ability to follow up on details and complete assigned projects independently, ability to handle multiple priorities and meet deadlines, strong organizational, interpersonal, and communication skills, and maintain a flexible work schedule.

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