

# POSITION DESCRIPTION

## Henry County Commissioners

<b>CLASSIFICATION TITLE:</b>	Administrative Assistant – Economic Development [CIC]
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<b>FLSA STATUS</b>	Non-exempt	<b>EMPLOYMENT STATUS</b>	Full-time
<b>FLSA TYPE</b>	N/A	<b>REPORTS TO</b>	CIC Director
<b>CIVIL SERVICE STATUS</b>	Classified	<b>DIVISION</b>	CIC

### **DISTINGUISHING JOB CHARACTERISTICS**

Provides support to Executive Director and CIC office operations by performing organizational work of moderate difficulty and under limited supervision.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with the requirements of that Act.*

- Provides assistance in the preparation of various grant applications, tax incentive agreements, project submissions, and related activities.
- Responsible for the coordination of enacting tax abatement agreements, such as obtaining necessary State mandated forms/applications, notifying pertinent parties, scheduling review meetings, preparing agreement resolutions, obtaining signatures, and submission on final agreements (contracts) to the State.
- Compiles required information and prepares annual reports for State mandated enterprise zone report and audit (Section C).
- Responsible for scheduling and organizing the annual Tax Incentive Review Council meeting.
- Handles all Payment in Lieu of Taxes billing, disbursements and documentation to the County Auditor according to abatement agreements.
- Responsible for developing and providing financial reports to the Board of Directors and Executive Director.
- Handles all financial accounting procedures including accounts receivable/payable, bank deposits, and account reconciliation through QuickBooks.
- Compiles and summarizes information for State mandated audit of the CIC, including detailed financial information.

- Assists independent CPA in preparing CIC year-end financial statements and required state and federal tax filings.
- Registers and maintains available Henry county properties through the JobsOhio site selector website.
- Compiles and provides information to the business community, other governmental agencies, and the general public.
- Responsible for CIC websites and social media pages.
- Plans and coordinates events/training seminars.
- Performs administrative support in preparation for meetings and during meetings, sends out meeting notices, and prepares agendas, notices, and minutes.
- Maintains responsibility for office administrative duties, planning and implementing office methods, and procedures to facilitate overall efficiency for CIC operations.

#### **OTHER DUTIES AND RESPONSIBILITIES**

As assigned.

#### **SCOPE OF SUPERVISION**

None.

#### **EQUIPMENT OPERATED**

Computer; printer; scanner; e-mail/internet; copier, telephone, and other standard office equipment.

#### **CONTACTS WITH OTHERS**

Local and state government agencies, economic development agencies, educational institutes, business community, CIC Board of Directors, advisory committees, general public.

#### **CONFIDENTIAL DATA**

Contracts by and/or with divisions and private sector financial and operational confidential and proprietary information.

#### **WORKING CONDITIONS**

Good office working conditions.

### **USUAL PHYSICAL DEMANDS**

*The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.*

While performing the duties of this job, the employee regularly exhibits manual dexterity when performing production computer skills, typing, and other tasks, and frequently talks and hears when dealing with the public and business community. The employee frequently sits for extended periods of time, and occasionally stands and walks. Vision demands relatively detailed vision, with the ability to adjust focus at a computer monitor.

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

**Knowledge of:** word processing (Word), spreadsheets (Excel), accounting and financial reports (Quickbooks); web design; Publisher, PowerPoint, Explorer, and other software; advanced office practices and procedures; general accounting procedures and programs; mathematics; English grammar, word usage, spelling and punctuation; standard business incentive program requirements.

**Ability to:** work independently and with discretion; plan and develop efficient office practices; prioritize and coordinate between multiple tasks, divisions, and responsibilities; alleviate administrative responsibilities of Director; make minor decisions in absence of Director; become familiar with and develop ability to use job-required computer software programs; develop and maintain effective working relationships with associates, Commissioners and other county divisions, the business community, governmental agencies, and the general public; compile, summarize, and post information accurately to computer and written records; originate attractive and functional word processing formats, spreadsheets, and accounting reports; organize documents; perform mathematical calculations including percentages and decimals.

**Skill in:** application of Word, Excel, Quickbooks, Explorer and other computer programs and functions; verbal and written communications; preparing draft and final proposals for business community; preparing grants; typing (30 wpm); word processing; operation of standard and some specialized office equipment.

### **QUALIFICATIONS**

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: an associate's degree in administrative assisting or closely related field, or equivalent course work, work experience or training. Additional coursework and/or experience in application of computer programs and advanced office practices preferred.

Willingness to participate in additional training, specifically related to computer program skills and division programs.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

### **LICENSURE OR CERTIFICATION REQUIREMENTS**

Notary Public; Valid driver's license.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

### **MANAGEMENT APPROVAL**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
CIC Executive Director Date

### **EMPLOYEE UNDERSTANDING AND AGREEMENT**

I understand, and will perform, the duties and requirements specified in this job description.

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Employee Date