

# SOUTHWEST MICHIGAN PLANNING COMMISSION ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

**Title:** Administrative Assistant

**Status:** Exempt

**General Summary:** Under the direction of the Executive Director, is responsible for initiating and coordinating the clerical and secretarial functions of the Southwest Michigan Planning Commission as well as assisting the professional planning staff in the execution of their work.

**Responsibilities:**

1. Assist the Director at Commission meetings (Full Commission and Administration Committee).
2. Preparation and distribution of agendas, meeting minutes, and other materials for Commission meetings.
3. Prepare and maintain Commission Board member profiles.
5. Procurement and distribution of office supplies.
6. Record accounts receivable information.
7. Assist in the upkeep of office equipment, collaborate with equipment service personnel.
8. Mail pick-up, drop-off, and interoffice distribution, assist in addressing and processing outgoing mail, and related postage meter maintenance.
9. Draft or edit reports as requested.
10. Independently compose reports and correspondence.
11. Arrange, participate in, and implement as directed, conferences and committee meetings.
12. Conduct the single point of contact process for grant applications of regional significance.
13. Coordinate and maintain new and established project files and other topical files.
14. Update the various SWMPC reference manuals (Commission Bylaws, Personnel Policies and Procedures, new employee training manual, other internal guidance).
15. Prepare and maintain office equipment and furniture inventory.
16. Maintain SWMPC database of business contacts
17. Perform related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by the person assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**Employment Qualifications:** Possession of an associate's degree (or additional two years experience) in an appropriate field. Plus three or more years of clerical experience, two of which must have included organization, coordination, and performance of duties at a responsible level. Must exhibit comfort and skill with typical computer office software. Other combinations of education and experience, which could provide the necessary knowledge, skills and abilities to perform the job, will be considered.