

Emerald Coast Regional Council Administrative Professional III



Emerald Coast Regional Council is one of ten regional councils in the state of Florida. For more than 55 years, ECRC has supported its seven-county region in technical assistance, economic development, and planning across a multitude of disciplines, programs, and services. ECRC team members enjoy a generous benefit package and true work/life balance as they serve the area known for community, growth, and the unrivaled beauty of the Emerald Coast.

The Emerald Coast Regional Council is seeking an Administrative Professional III. Under the supervision and guidance of the Human Resources and Administrative Manager, this position provides clerical support by implementing administrative systems, procedures, and policies, and monitoring administrative projects. This position will also function as office manager for facilities related issues.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- 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
- 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
- Compiles complex agendas under supervisor direction; makes edits as directed

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other related duties as assigned.)

MINIMUM QUALIFICATIONS:

- High school diploma or GED
- Two (2) or more years' administrative experience

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- Must pass a pre-employment drug screen and background check

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

HOW TO APPLY:

Please visit <https://www.ecrc.org/employment> to obtain an application and instructions regarding submission. Candidates will not be considered until both the application and resume are received.

The ECRC is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the ECRC provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. ECRC is a Drug Free Workplace.