



## JOB DESCRIPTION

Title: Office Manager / Executive Assistant

### REPORTS TO:

Director – Hardee County Economic Development Office

### POSITION SUMMARY:

Coordinates office services and administrative activities for the Hardee County Economic Development Council and the Hardee County Industrial Development Authority; ~~the Hardee County Chamber of Commerce, and Main Street Wauchula.~~

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### DUTIES/RESPONSIBILITIES:

- Provide administrative support for the Economic Development Council and the Industrial Development Authority; ~~the Hardee County Chamber of Commerce, and Main Street Wauchula.~~
- Public Records Custodian Responsible for all record retention and all reporting requirements.
- Responsible for taking minutes of all Board of Director meetings and transcription thereof in a timely fashion for Board presentation when needed.
- Retains all confidences of Board and Council matters and community affairs, as required, to protect new business potential or general changes which are planned.
- Purchases all equipment and office supplies as necessary to maintain appearance and productive standards of the office within budgetary limits with Supervisor approval.
- Manage all financial records for the EDC and IDA in accordance with the segregation of duties, including day to day operations of QuickBooks, writing checks, keeping bank accounts reconciled, transfer of money, assisting in the preparation of budgets, requesting draws from the BOCC, invoicing and collection of rent, prepare payroll and pay all bills approved by the Executives for services or supplies. ~~Maintains an efficient accounting system with QuickBooks—prepares payroll and pays all bills approved by the Executives for services or supplies, maintains bank balances, performs reconciliation, etc.~~
- Assist Economic Development Coordinator in the management of the Hardee County Commerce Park and IDA Grove
- Prepare and submit any EDA grant reimbursement requests. Keep up with grant expenditures

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▪ Assist and work with Accountants and Auditors

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- Assist in the planning, coordination, and preparation of all office hosted events. Attend and work those events as required by the Supervisors.
- Maintains the office calendars for all organizations.
- Conducts all prep work for meetings – directions, names of attendees, need documentation, etc.
- Creates and develops all agenda packets for Board meetings with the approval of appropriate Supervisor
- Greet visitors to office.
- Receive and direct or handle incoming phone calls.

▪ Manage EDC/IDA website to include: work with web host on all material to be submitted, maintain and keep website current. ~~Oversee office websites under the direction of the EDC Coordinator.~~

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▪ Maintain relationship with Enterprise Florida, to include: preparation of any RFP's sent out by Enterprise Florida that the EDC Director wishes to respond to, maintain relationship with staff.

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▪ Maintain a good understanding of past, present and future projects being pursued by the EDC

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▪ Maintain relationships as directed with all local, regional and state Economic Development stakeholders to include, but not limited to: Hardee County BOCC, CareerSource Florida, FEDC, FHREDI, EDA, Hardee County Clerk of Courts

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▪ Maintains and collects relevant data, statistics, and resources to support the Office.

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▪ Maintain and file all documents, invoices, contracts, etc. in an orderly and easily accessible manner

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▪ **Any and all other duties assigned by the Supervisors and/or Board of Directors.**

## EDUCATION

- Required: High School Diploma
- Preferred: Two years college or equivalent work experience

## REQUIREMENTS:

- Must wear appropriate attire for occasion. Professional dress during normal working business days. Casual Fridays are allowed.

- Maintain suitable office standards to project a professional atmosphere.
- Maintains required office hours.
- Have an excellent sense of judgment related to sensitive and confidential information
- Basic computer skills.
- Have an ability to express and exchange ideas by spoken word in an accurate, audible manner.
- Ability to communicate information effectively in written form.

**PHYSICAL REQUIREMENTS:**

Sitting in a normal seated position for extended periods of time. Reaching by extending hand or arm in any direction. Finger dexterity required to manipulate objects with fingers rather than with whole hand or arm, i.e. using keyboard. There will be light lifting involved at times (up to 30 pounds). Communication skills using the spoken word. Ability to see within normal parameters. Ability to hear within normal range. Ability to move about. This description is a general statement of required major duties and responsibilities performed on regular and continuous bases. It does not exclude other duties as assigned.