



**1401 Cox Avenue
Bainbridge, GA 39819**

ADMINISTRATIVE MANAGER

JOB SUMMARY:

Performs a variety of highly responsible, confidential and complex administrative tasks in assisting the Executive Director with administrative tasks and details. Requires advanced skills in all assigned office responsibilities and the exercise of sound judgment in application of procedures and methods in receiving and responding to routine inquiries and requests concerning services provided.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Performs various administrative support work for special projects such as researching and analyzing information and coordinating tasks; prepares accounting and statistical tables, reports, resolutions, and contracts; maintains records, indexes and logs.

Maintains Recreation Authority personnel reports and records to include timesheets, payroll, hiring, evaluations, disciplinary actions, insurance, training, sick leave, vacation, tardiness, military leave, pension funds and workers compensation.

Prepares or assists in the preparation of the operating budget; performs financial analysis, and may assist the Executive Director with expenditures and budget control matters; performs all phases of purchasing to include preparing purchase requisitions, and ordering supplies and materials for the Recreation Authority to maintain an accurate inventory of materials. Also, disburses and maintains petty cash funds.

Supervises special projects to relieve Executive Director of administrative detail; monitors projects to completion to assure accuracy and completion.

Answers telephone and gives specific and general information in response to public inquiries; handles requests for service, complaints and other public contact work.

Prepares, composes, types, distributes and files letters, forms, reports, contracts, bids, requisitions, purchase orders, departmental newsletter, general correspondence and other documents related to operations.

Schedules meetings, appointments and travel arrangements for the Executive Director, including maintaining a calendar; responds and processes citizen complaints; prepares agendas and attends meetings and prepares and distributes minutes to appropriate personnel such as boards and commissions.

Reads and routes incoming mail and composes replies to correspondence in accordance with established procedures.

Operates various modern office machines necessary to perform administrative functions to include personal computers.

May serve as lead worker to subordinate staff performing routine clerical functions to include assigning, reviewing and assisting with work.

Coordinates maintenance of office equipment.

Regular and predictable attendance is required.

Performs other related work as assigned.

Education and Experience:

College degree in Finance, Accounting, Management, or similar field of study.

3-5 years work experience in an office environment.

Any equivalent combination of education and experience which provides the minimum level of qualifications stated above.

Licenses and Certificates:

Current Notary Public

Experience with ADP Payroll Services will be considered a plus.

Knowledge, Skills, and Abilities:

Comprehensive knowledge of office terminology, procedures and equipment and of business arithmetic and English.

Knowledge of the operations and functions of various City/County departments and Authorities.

Knowledge of budgetary and accounting practices and procedures to include skill in monitoring expenditures.

Skill in maintaining complex clerical records and in preparing reports from such sources.

Skill in preparing correspondence on routine matters and to perform routine office management tasks independently.

Ability to deal tactfully and courteously with the public and other employees.

Ability to handle and dispose of complaints, requests for information and delegated administrative details.

Anticipated salary range: \$37,960- \$58,032

Interested persons should send resume and letter of interest to:

Bainbridge-Decatur County Recreation Authority
Attention: Joel Holmes, Executive Director
1401 Cox Avenue
Bainbridge, GA 39819