

Board Secretary/Office Manager

Purpose and Nature of Work:

Position provides support and administrative services to the Board of Trustees, Executive Director, and agency as a whole. Reports to the Executive Director.

Examples of Work:

Board Secretary – Works closely with Executive Director to develop board meeting agendas. Organizes and oversees the smooth flow of board meetings, ensuring that all logistics, documents, and requirements are handled. Takes and prepares board minutes and board materials. Maintains Trustee educational hours. Monitors for meeting quorums. Takes and maintains the organization’s meeting minutes, the proceedings of board meetings, context, deliberations, and voting outcomes. Is primary contact for each board member, communicating meetings notices and sharing documents. Maintains trustee member listing and educational hours.

Office Manager - Responsible for agency records retention schedule. Provides scheduling and administrative support for the Executive Director. Handles administrative responsibilities of the agency, including trustee elections, boards and commissions requirements (except financial data), website maintenance, equipment maintenance, office supplies, and assistance with correspondence and phone calls. Formats, designs, and distributes biannual agency newsletter.

Responsible for various human resource administrative functions such as completing onboarding and termination checklists, maintaining personnel files and performance evaluations, verifying employee leave balances, ensuring payment for and providing changes to employee deferred compensation, and calculating employee insurance premiums.

Also responsible for processing benefit payroll, voids, reissues, and uploading payment files to banking institutions. In addition, inputs debit and credit information related to employer contributions to banking institutions. This position has no authority to initiate or approve retirement benefits, refunds, or banking transactions.

Education and Experience: College level coursework in social sciences or business related field and/or experience in office administration and/or public retirement is desired.

Consequence of Error: Work is performed with substantial independence with guidance by the Executive Director. Errors should be avoided and must be corrected.

Difficulty and Demands: Position must be attentive to the needs of the Trustees to insure efficient operations of board meetings. Confidentiality and discretion are expected.

Hours of Work: 40 hour work week, as per the Employee Handbook. Overtime may be necessary in limited circumstances.

Working Conditions: Climate controlled office environment. Ability to work from home in the event of an emergency situation is preferred.

Performance Measures: Information provided to the Board of Trustees and Executive Director is error free. Decisions and interpretations are consistent with established policy, statutes.

FLSA status: Non-exempt

Essential Functions: Vision, manual dexterity, hearing and speaking within normal limits is required to read, write, use computer monitors, keyboards, and telephones. Sitting, standing, lifting volumes, reports, small office supplies and equipment are necessary. Mobility impairment can be accommodated.