

**MARYLAND ENVIRONMENTAL SERVICE  
JOB DESCRIPTION**

**Job Title:** MCEC Administrator

**FLSA Status / Grade:** Exempt / 7

**Group:** Various

**POSITION SUMMARY**

Chief Assistant to the Executive Director. Acts as liaison to various constituencies from public and private sector. Plans, directs, and reviews the overall administrative functions of the MCEC, which may include budget preparation, review, and/or management, direction and guidance in human resources and procurement activities. Handles travel arrangements, event coordination, logistics and execution. Provides secretarial/administrative support to the Executive Director in addition to other employees.

**ESSENTIAL FUNCTIONS**

Provides administrative support to the Executive Director, Division Chiefs and other employees.

Directs and approves procurement activities for field and office staff, including direct purchasing, emergency procurement and service/supply requisitioning.

Coordinates personnel actions, including development and tracking and may coordinate technical support for field locations.

Independently plans, develops, conducts, or supervises studies and analyses of programs, organizations, procedures or systems. Formulates final reports and effective recommendations based on analyses conducted. Confers with officials.

Prepares, reviews, and/or approves routine invoices for vendor payment and client billing. Coordinates or manages contract invoice processing, including subcontract data verification and tracking.

Provides project level coordination and representation at meetings with clients, federal and state agencies, citizen groups, and commercial and public interest groups.

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Types proposals, correspondence, statements, tables, forms, budgets, and reports from corrected copy, rough draft or oral detailed instructions. Also examines and verifies complex reports for completeness, propriety and accuracy.

Composes correspondence dealing with routine and occasionally complex subject matter. May also compose correspondence related to confidential matters.

Receives phone calls, answers questions for prospective employees, schedules and/or coordinates appointments or meetings for superiors. Also makes arrangements for travel, i.e., hotel reservations, flight reservations, etc.

Opens, sorts, and routes incoming correspondence to appropriate person(s).

Reviews outgoing correspondence for accuracy and proper formatting.

Prepares expense accounts, mileage reports, check requests and procurement documents for supervisor's signature.

Prepares and/or approves routine procurement documents for purchase of materials such as office supplies, uniforms, etc.

Routes flow of material when supervisors are not available.

## **OTHER RESPONSIBILITIES**

Persons in this position may be required to work additional hours to ensure that projects are completed on time.

May manage procurement actions from development, receipt, tracking and approval.

May handle press and external communication on occasion.

Performs other work related duties as assigned.

## **SUPERVISORY REQUIREMENTS**

Supervises and directs the daily workflow of administrative support staff.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree plus Six (6) years experience in administrative or professional work; one (1) year of which involved supervision of employees or responsibility for program development.

Note: Candidates may substitute additional experience as defined above for the required education at the rate of one year of experience to one year of education, for up to four years of the required education.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Must be able to pass standard physical exam.

Proficiency in the organization and prioritization of assignments with ability to meet deadlines.

Effective communication with staff and managers both orally and in written format, required.

Computer proficiency with spreadsheets, word processing, and e-mail programs required.

## **LICENSES AND CERTIFICATIONS**

Driver's license with less than 6 points under Maryland law may be required.

## **PHYSICAL DEMANDS**

Visual requirements for computer activities are essential.

While performing the duties of this job, the employee is routinely required to talk, hear, sit, walk, bend, and stoop, reach with hands and arms, use hands and fingers.

The ability to lift lightweight items (less than 5 lbs.) is required on a routine basis.

It may be required occasionally for the employee to lift, move, push, or pull items weighing up to 25 lbs.

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## **WORK ENVIRONMENT**

The employee routinely works with and around equipment such as copiers, binding machines, and facsimile machines.

The employee may occasionally be exposed to extreme heat/cold if assigned to off-site locations.

The noise level in the work environment is usually quiet to moderate.

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