

Rural Maryland Council Job Description

Job Title: Program Administrator (Administrator II)
Incumbent: Vacant
P.I.N.: Contract
Date on Duty:
Reports To: Executive Director

JOB SUMMARY

This is an administrative position that is responsible for providing the RMC's Executive Director and Executive Board with program support by performing the essential duties and responsibilities of the position, as well as other duties that may be assigned. Work is performed under the general direction of the Executive Director with a high degree of latitude for independent judgment and action. This position requires outstanding organizational skills, excellent interpersonal skills, and an ability to work and think independently.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Handles routine day-to-day administrative tasks, including answering telephones, responding to written and telephone requests for information, duplicating and/or distributing materials, maintaining and updating the RMC mailing lists and related databases, submitting monthly mileage reports and vehicle maintenance repairs, etc.
- Oversees the fiscal processing and reporting for the RMC. Prepares and codes expense accounts, invoices, and purchase requisitions. Tracks RMC program budgets. Acts as a liaison with MDA administrative and fiscal units.
- Manages the RMC's major grant programs, overseeing approximately 20 grantee programs a year and developing all aspects of program timelines. Includes responsibility for developing and distributing application materials, coordinating the review board selection process, executing grant agreements, processing grant payments, approving grant reports, maintaining accurate records, and composing all required final program reporting.
- Acts as the Council's primary liaison to the Rural Maryland Broadband Coordination Board, the Rural Maryland Foundation, and other organizations with which the RMC has formal partnership agreements. This includes handling meeting logistics, providing meeting notices, taking meeting minutes, coordinating email communications, following up on Board actions, etc.
- Responsible for all meeting planning activities and conferences, including overall supervision of regular RMC Executive Board meetings, periodic Rural Roundtables and statewide conferences, and other RMC sponsored events, which may include: reserving a facility, making arrangements for food and beverages, handling and coordinating mass mailings, tracking registration and prospective attendees, depositing checks and maintaining financial records, and performing other meeting/conference duties as assigned.

- Acts as the Executive Director’s representative during briefings and hearings conducted by public entities, including the Maryland General Assembly, and writes briefing memos and testimony related to policy development activities.
- Provides staff support to Executive Board Working Committees, assisting committee chairs in researching issues and the impact of proposed policy developments or regulatory changes on rural communities, organizations, and residents.
- Undertakes other duties as assigned.

TYPICAL DECISIONS MADE

These include exercising a high degree of latitude and judgment concerning the appropriate handling of administrative and programmatic procedures and matters; composing appropriate cover letters and memoranda for reports and/or meetings; and fielding telephone and email inquiries.

SUPERVISORY RESPONSIBILITIES

The incumbent supervises the work of temporary administrative personnel and interns, when necessary.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty (above) satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Exceptional command of written and spoken English is required, including a superior knowledge of spelling, punctuation and grammar;
- Exceptional knowledge of, and skill with, the Microsoft Office suite of software, as well as an ability to learn and use different software packages and basic office equipment (i.e., telephones, copiers, fax machines, printers, etc.) is required;
- Exceptional organizational abilities with strong attention to detail are required, especially as they relate to processing and maintaining financial records and program records, such as grant agreements and grant payments, etc;
- Excellent command of basic mathematics is required, including use of common fractions, decimals, percentages and ratios;
- Excellent interpersonal skills are required, along with an ability to communicate with public officials, Board members, members of the general public and co-workers in a courteous and tactful manner;
- Ability to manage multiple tasks and projects simultaneously;
- Ability to maintain confidentiality of records, reports and other material;
- Ability to supervise vendors, temporary employees and/or interns;
- Positive can-do attitude and good sense of humor are required!

MINIMUM EDUCATION and/or EXPERIENCE

Education: A Bachelor’s degree from an accredited college or university.
Experience: Four years of experience performing administrative or professional duties.

Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year to year basis for the required general experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid Maryland Driver’s License.

TRAVEL and OVERTIME REQUIREMENTS

Overtime hours and over-night travel are not routinely required; however, occasional day-time travel by automobile around the State of Maryland may be required.

Employee Signature Date

Supervisor Signature Date