

PGS Program Assistant
(Announcement)
April 2019

The Northeast Georgia Regional Commission (NEGRC) is seeking qualified applicants for the position of Program Assistant. The Program Assistant is responsible for providing clerical and administrative support to the Planning & Government Services (PGS) Division.

The ideal candidate will have experience in office management duties including: document preparation and filing, form preparation, record keeping, maintaining calendars and scheduling meetings, and operation of office equipment.

The position also requires an ability communicate effectively over the phone, in writing, and in person with NEGRC staff and public officials. Competency with computers and their software programs (e.g., Microsoft Office Suite, Adobe Creative Cloud) is also required. The successful candidate should be able to learn independently and perform as a self-starter.

Required:

- High School graduation
- Minimum of 2 years related work experience

Preferred:

- Associate's degree or Bachelor's degree in Business Administration, Accounting, or a related field.
- 3-5 years of related work experience

This position reports to the NEGRC's Planning & Government Services Director. For a complete list of duties, see <http://negrc.org/local-services.php> under "News."

The range for starting, annual salary is \$32,000-\$35,000 based on experience and qualifications. A competitive benefits package is provided. A complete resume and cover letter should be sent to: NEGRC, Attn: Julie Ball, 305 Research Drive, Athens, GA 30605-2795 or email: jball@negrc.org. Review of received resumes will begin on May 14, 2019 and continue until the position is filled. No telephone inquiries accepted. The NEGRC is an Affirmative Action/Equal Opportunity Employer.

Planning & Government Services Division (PGS) Program Assistant Duties

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- Format information submitted by staff into documents and forms (e.g., form letters, invoices, travel requests, purchase orders, etc.) for approval by Division Director/Executive Director
- Prepare and maintain Division-related files and contracts
- Maintain equipment checkout by Division staff (projector, laptops, camera, etc.)
- Maintain MS/Outlook PGS Division calendar
- Maintain PGS Division contact database
- Perform receptionist duties
- Order supplies and equipment
- Maintain the Division's webpages and post/delete information as requested by PGS staff
- Prepare and send approved PGS Division communications for meetings and events to contacts. Produce invitations/flyers for meetings, track registrations/RSVPs, purchase refreshments, reserve meeting rooms and prepare set-up
- Serve as PGS Division contact for local-media (newspapers, etc.) for public notices, press releases, public hearings, and meeting advertisements. Distribute press releases and external communications approved by Division Director and/or Executive Director
- Submit public notices to local newspapers for publications as advertisements and provide invoices to PGS staff
- Review all leave requests and record on Division calendar. Collect and review time sheets for accuracy, record accrued compensatory time and maintain on spreadsheet, and maintain staff leave balances provided by comptroller
- Prepare staff travel requests on forms based from submitted travel details. Reserve Enterprise car rentals for staff and maintain a schedule log
- Maintain the Division's invoicing and payment processing records for fee-based projects using accounting software
- Assist PGS staff with personnel questions related to leave requests, benefits, and office procedures as defined in the *NEGRC's Personnel Policies and Procedures Manual*.
- Prepare project files with checklists. Maintain files with supporting documentation and materials. Request information from staff, as needed
- Assist in planning and scheduling of Division special events, trainings, and meetings by reserving meeting space, preparing handouts, and purchasing and providing meeting materials, refreshments, etc.
- Communicate Divisional information to PGS staff as instructed by PGS Director
- Perform other duties as requested by the PGS Director