Administrative Coordinator for Tioga County IDA and Property Development Corporation

JOB CODE:
LOCATION: **Tioga County Economic Development and Planning**
CLASSIFICATION: **Competitive**
SALARY: **Management/Confidential**
ADOPTED: **Resolution 291-25**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the performance of complex clerical and administrative support for the Tioga County Industrial Development Agency (TCIDA) and Tioga County Property Development Corporation (TCPDC). Duties include, but are not limited to organizing and coordinating meetings, maintaining financial records, financial tasks, handling correspondence, and performing various administrative tasks to ensure efficient operations. Work is performed under general supervision from the Director of Economic Development and Planning. Does related duties as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

- Organize, notice, and coordinate TCIDA and TCPDC regular Board of Director and Committee meetings, and facilitate live streaming of meetings;
- Prepare TCIDA and TCPDC agendas and minutes, and update the website as needed in accordance with NYS Authorities Budget Office (ABO) requirements;
- Review incoming mail and answer general correspondence;
- Maintain financial records by using QuickBooks, documenting all expenses properly, providing monthly expenditure details, recording transaction information, and managing grants and their reporting deadlines.
- Support regular financial tasks by handling and recording bank deposits, assisting with payments for contracts, vendors, invoices, and receipts, providing monthly financial documentation to the Accountant and Audit firm, tracking certificate of deposit maturity dates, and helping with NYS Authorities Budget Office (ABO) PARIS reporting.
- Prepare and issue Request for Proposals as needed;
- Coordinate and ensure timely completion for NYS Authorities Budget Office (ABO) training, Annual Policy Review Attestation, Financial disclosures, and meeting attendance for the TCIDA and TCPDC Board of Directors;
- Schedule, coordinate and conduct annual loan site visits and maintain real estate leases on behalf of TCIDA;
- Correspond and coordinate with TCIDA and TCPDC legal counsel as needed;
- Perform related work necessary for the efficient execution of administrative functions of the TCIDA and TCPDC.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of current principles and practices of business administration, accounting and budgeting; good knowledge with QuickBooks Online or similar cloud-based accounting software; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; working knowledge of the organization, functions, laws, policies and regulations of the agency to which assigned; ability to handle routine

administrative details independently, including the composition of letters and memoranda; ability to understand and carry out complex oral and written instructions; ability to perform close, detailed work involving considerable visual effort and strain; good judgment in solving complex clerical and administrative problems; tact and courtesy; physical condition commensurate with the demands of the position

Minimum Qualifications: Graduation from high school or possession of a high school equivalency **and either**:

- **a)** Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree and two (2) years of fulltime experience (or its part-time equivalent) in office management or a senior level clerical position; **OR**
- **b)** Four (4) years of full-time experience or its part-time equivalent in office management or a senior level clerical position; **OR**
- **c)** Any equivalent combination of training and experience as defined by the limits of (a) and (b).

**NOTE: Bank Teller and other types of cashiering jobs are not considered "office clerical".*