

## **Rural Maryland Council Job Description**

**Job Title:** Program Administrator  
**Incumbent:** Vacant  
**P.I.N.:** CONTRACT  
**Date on Duty:**  
**Reports To:** Executive Director  
**Prepared Date:** May 2016

### **JOB SUMMARY**

This position is responsible for providing the RMC's Executive Director with administrative, policy, and program support and coordination by performing the essential duties and responsibilities of the position, as well as other duties that may be assigned. This position requires outstanding organizational skills, excellent interpersonal skills, an ability to work and think independently, and an ability to write clearly and concisely, with excellent grammar and spelling skills. The Administrator may exercise certain supervisory responsibilities pertaining to vendors and permanent or temporary employees and interns.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serves as an executive assistant to the RMC's Executive Director who is the head of an independent unit of Maryland State Government.
- Coordinates the RMC's grants programs. Includes coordinating the: development and distribution of application materials, the review board selection process, the execution of grant agreements, the processing of grant payments, the tracking of grant reports, and the maintenance of accurate record-keeping needed for annual reports.
- Provides administrative staffing to the Rural Maryland Council Executive Board, Rural Maryland Council Working Committees, the Rural Maryland Broadband Coordination Board, the Rural Maryland Foundation, and other organizations with which the RMC has (or will develop) formal partnership agreements. This includes handling meeting logistics, providing meeting notice, taking meeting minutes, etc.
- Manages and supervises meeting planning activities and conferences for the RMC Executive Board and 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 may be assigned.
- Researches public policy as it pertains to rural communities which may include: data collection, drafting of memos and position statements, and attending public agency hearings and meetings.

- Organizes and supervises the work of office staff, interns or clerical personnel hired on a temporary basis.
- Undertakes other duties as assigned including occasional special projects for RMC partnering organizations.

### **TYPICAL DECISIONS MADE**

The Program Administrator is expected to maintain open, on-going and complete communication with the Executive Director. Typical decisions include exercising moderate latitude and judgment concerning the appropriate handling of routine administrative 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 office personnel, 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**

- Strong ability to use and operate basic office equipment (i.e., copiers, fax machines, printers, etc.) and strong working knowledge of the Microsoft Office suite of software;
- 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 written English is required, including a superior knowledge of spelling, punctuation and grammar, and an ability to compose complex business correspondence;
- Knowledge of analytical procedures and mathematical concepts used in evaluating and monitoring grants;
- Knowledge of principals, practices and procedures of state and local government bodies such as the General Assembly and local county commissions, as well as nonprofit organizations and legislative bodies;
- Ability to adapt and apply the concepts and techniques of administrative analysis to the needs of specific projects to identify problem areas and recommend appropriate solutions;
- Ability to communicate with public officials, Board members, members of the general public and co-workers in a courteous and tactful manner;
- Ability to maintain confidentiality of records, reports and other material;
- Ability to supervise employees and/or interns.

MINIMUM EDUCATION and/or EXPERIENCE

Education: Bachelor's degree from a four-year accredited college or university

Experience: Five years performing administrative duties.

Notes:

1. Additional secretarial or administrative experience may be substituted on a year-for-year basis for the required education.

2. Additional graduate level education at an accredited college or university may be substituted 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 may be required. Occasional day-time travel by automobile around the State of Maryland may be required.

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Employee Signature

6/30/16  
Date

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Supervisor Signature

6/30/16  
Date