

## **Administrative Coordinator** *Job Description*

**Position:** Administrative Coordinator

**Institution:** East Central Wisconsin Regional Planning Commission

**Classification:** Non-Exempt Position

**Applications:** Interested applicants should submit a cover letter, a resume, and one writing sample to:

Melissa Kraemer Badtke  
Executive Director  
East Central Wisconsin Regional Planning Commission  
400 Ahnaip Street, Suite 100  
Menasha, WI 54952;

or submit one PDF file via email at [mbadtke@ecwrpc.org](mailto:mbadtke@ecwrpc.org) Subject Line: **Administrative Coordinator**.

Receipt of applications will be acknowledged with an email reply. Application Deadline: Open until filled with the first review of applications on Wednesday, October 20, 2021.

**Summary:** East Central Wisconsin Regional Planning Commission is hiring an Administrative Coordinator who will report to the Executive and Assistant Directors. The Administrative Coordinator plays an essential, coordinating role within the Commission. The position performs duties which include preparing, editing, and formatting reports and data; preparing meeting agendas, meeting materials, resolutions and recording/writing of the summary of proceedings for committee meetings and quarterly Commission Board meetings; developing other Commission documents and meeting materials as requested by the Executive and Assistant Directors; managing supplies and equipment.

**Background:** East Central Wisconsin Regional Planning Commission serves communities and counties within an eight-county region in northeastern Wisconsin. The core program areas of the Commission include Regional Comprehensive Planning, Transportation Planning, Economic Development Planning, Sewer Service Area/Water Quality Management Planning, and overseeing the Non-Metallic Mining Program.

**Key Responsibilities:** The following key responsibilities are critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinates with staff to produce meeting agendas and meeting materials for and attends the Steering Committee, Community Facilities Committee, Economic Development Committee, Transportation Committee, Regional Comprehensive Plan Committee, Open Space and Environmental Committee, and Nominating Committee. Prepares all committee meeting summary of proceedings, resolutions, and coordinates with the Executive Director, Assistant Director and Chair of the Commission as needed.
- Serves as the Commission receptionist, appropriately screening and directing constituents to the proper staff member or external agency.
- Performs various confidential clerical and administrative duties in support of the Executive and Assistant Directors and Commission staff.
- Generates a positive image for the Commission by communicating with staff, commissioners, and external stakeholders in a timely and efficient manner.
- Creatively develops professional oral and written communications, including brochures, newsletters, posters, and other communications using a variety of software programs. Reviews documents and communications with consideration of correct and precise grammar and punctuation.

- Maintains and improves the Commission's social media content to ensure current information and updates social media sites as necessary.
- Develops templates for planning documents, the annual work program, the annual report, and conducts final formatting and editing of planning documents.
- Coordinates with staff regarding the annual report content and develops the annual report document.
- Coordinates with the Executive and Assistant Directors in the development of the job descriptions, posting of open positions, coordination with interviews, screening of candidates, and post-hiring processes.
- Coordinates with the Affirmative Action Officer and Executive Director on the Affirmative Action process. Sends materials to potential applicants and tabulates Affirmative Action data once the position has been filled.
- Process payments and minor accounting functions as directed by the Executive Director and the Controller.
- Performs various miscellaneous administrative tasks, including inputting and tabulating data; scanning documents; maintenance of the copy machine, postage machine, and other office equipment; processing of Commission mail; maintaining Commission contacts; ordering and maintaining inventory of office supplies; booking appointments, preparing schedules, reserving meeting rooms, and assisting in the coordination of special events and activities.
- Maintains regular and predictable attendance and is able to work additional hours or hours outside of normal work schedule as needed.
- Performs other duties as assigned.

#### **Qualifications:**

- Associate's degree in Administrative Assistance Science or a related field, with three to five years of administrative assistant experience which includes handling confidential materials, above average verbal and written communication skills, general accounting practices, experience taking minutes, and the ability to organize and prioritize projects and tasks.
- Demonstrated ability to score in at least the 60<sup>th</sup> percentile on a specified Proofing and Editing test.
- Demonstrated ability to type a minimum of 50 wpm at 95% accuracy rate.
- Ability to proficiently multi-task and prioritize tasks while supporting a variety of staff and Commission functions.
- Ability to operate a variety of office machines, including personal computer with intermediate knowledge of Microsoft Office suite (Excel, Word, PowerPoint, Access, and Outlook), data entry, multi-functional copier, multi-line telephone, and other office equipment.
- The ability to work well with all levels of internal management, staff, Commissioners, and external stakeholders in the office or over the phone.
- Demonstrated ability to follow instructions and be self-directed in work.
- Demonstrated ability to be detailed oriented, and make independent decisions regarding the best way to handle specific tasks.
- Ability to write clearly and perform proofreading and editing.
- Ability to comprehend and interpret a variety of documents, including various contracts and correspondences.
- Ability to prepare various documents, including letters, memos, summary of proceedings, resolutions, newsletters, etc.
- Ability to communicate effectively with other employees, Commissioners, local municipal representatives, county staff, state agencies and others both verbally and in writing in a professional manner.
- Ability to stoop, climb, bend, stretch, push, pull and lift up to 20 pounds, understanding and utilizing proper body mechanics. East Central Wisconsin is an equal opportunity employer.

**Annual Salary:** The position is a 32 hours/week position with an annual salary in the range of \$36,259 - \$41,426/year (depending on experience and qualifications) plus full benefits, including health insurance, flexible scheduling, paid time off, and participation in the State retirement plan. East Central Wisconsin Regional Planning Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

More information about East Central can be found at [www.ecwrpc.org](http://www.ecwrpc.org).