



HOBBY AREA DISTRICT

JOB DESCRIPTION

Position: Manager, Administrative Support Services and Special Projects

Department: Communications, Public Affairs, and Support Services

Reports to: Director, Communications, Public Affairs, and Support Services

Updated: October 2017

MISSION/SUMMARY:

Provide a prominent level of administrative and customer service in an effort to support staff and increase the outreach and impact of the Hobby Area Management District (HAMD). Consistently represent HAMD in a positive and professional manner while supporting the Director of Communications, Public Affairs and Support Services through administrative management, financial reporting and accounting, records management, office management, and board administration. Additionally, this position provides support to the Executive Director and the Director of Economic and Community Development as well as the Hobby Area Improvement Corporation.

Essential duties and responsibilities include, but are not limited to, the following:

Finance and Accounting

- Accounts payable/receivable; receipts; banking; budget reports; vendor records; MWDBE records; audit reports
- Employee reimbursements
- District annual audit-organize and manage annual audits of HAMD; oversee compliance with all accounting and finance management procedures of the district
- HAMD budget maintenance and monitoring
- Payroll management liaison with Paychex and the HAMD bookkeeper
- Procurement

Records Management

- Manage central files and archives
- Implementation of records retention schedules; maintain records in compliance with state law and the district's policies and procedures

Support Services & Project Management

- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources
- Volunteer coordination
- Communications, Public Affairs, and Administration
- Economic and Community Development
- Public Safety
- Executive Director
- Knowledge of Municipal Management District/Special Purpose Districts

Administrative and Office Management

- Purchasing of furniture, office equipment, and supplies (including but not limited to general office supplies and business meeting F&B supplies)
- General office housekeeping-presentation and appearance of a professional work environment
- Landlord relationship and building access
- Aid in managing and maintaining executives' schedules
- Corporate travel preparation
- Greeting HAMD guests

Technology Skills

- Accounting software--Intuit QuickBooks
- Proficient in Microsoft suite (Microsoft Word, Excel, PowerPoint, Publisher, Access, Outlook, OneNote)
- Graphics or photo imaging software-Adobe Systems Adobe Illustrator and Photoshop; Microsoft Visio
- Project management software--Microsoft Project; Microsoft SharePoint

Communication Skills

- English language required--knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Spanish language is preferred
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution
- Answer phone calls and direct calls to appropriate parties or take messages

Board of Directors Administration

- Prepare all Board Books for HAMD Board meetings and Committee meetings
- Post all meeting notices
- Membership--resignations; new member paperwork; City/State requirements; training obligations; attendance records; contact information
- Detailed recording notetaking of all Board and Committee meetings

Hobby Area Improvement Corporation

- Accounting Support & Records Management
- Project Lead
- Reports as needed

Other Duties

- May include, but not limited to, event support, special/temporary assignments due to various district/departmental needs, and other projects as assigned by the Executive Director or designee

CORE COMPETENCIES

Customer Focused: Acts and maintains a customer-focused mindset that acknowledges the importance and value of the customer, and acts accordingly. Actively seeks customer input on their needs, requirements, preferences, and feedback.

Honesty/Integrity: Possesses ethics while maintaining trust and confidence. Speaks plainly and truthfully while focusing on not just what is politically expedient.

Organization/Planning: Plans and organizes in an efficient, productive manner. Focuses on key priorities. Does not let vital details slip through the cracks or derail a project.

Communication: Has excellent verbal and written communication skills, including the ability to communicate and train others on new processes. Speaks and writes clearly and articulately without being overly verbose or talkative.

Flexibility/Adaptability: Adjusts quickly to changing priorities and conditions while coping effectively with complexity and change.

Teamwork: Reaches out to peers and cooperates with supervisors to establish an overall collaborative working relationship.

Self-Management: Able to cope, stay calm under pressure and keep composure in trying situations. Is adaptable, respectful and works effectively in ambiguous situations. Displays an appropriate level of patience and constructively deals with mistakes and setbacks.

**Inquires and resumes can be sent to Gabrielle Dirden
gdirden@hadistrict.org**