



Administrative and Program Assistant

The Kerr-Tar Regional Council of Governments (COG) seeks a highly motivated individual to join a team of professionals who work to plan and implement collaborative projects in the Kerr-Tar region that includes the counties of Franklin, Granville, Person, Vance and Warren. The Administrative and Program assistant will provide administrative and logistical support for programs, initiatives, and projects across various programs at Kerr-Tar Regional Council of Governments. Work is characterized by its variety, complexity, and confidential nature. Employee must exercise independent judgment, discretion, and initiative in completing assignments and in dealing with challenging client interactions.

Duties include but are not limited to:

- Serves as Clerk to the Board; drafts initial agendas; coordinates preparation of agenda materials and prepares agenda packets for distribution; posts meeting notices following noticing requirements; attends and records meetings and transcribes meeting actions and motions into minutes; maintains official meeting records;
- Maintains conflict of interest forms; disseminates forms and information to Board members; maintains copies as official records;
- Coordinates arrangements for meetings and other activities; locates appropriate space; notifies participants of date, place and time; assists with meeting preparation; attends meetings as needed; and prepares additional reports as necessary;
- Maintain relationships with Board member jurisdiction officials in order to facilitate the flow of documents from county, city and town jurisdictions to Kerr-Tar COG;
- Conducts business with the public, employees and other departments, answering questions and providing guidance, requiring the ability to assess the situation and determine a plan of action;
- Operates specialized databases to obtain various information; independently produces information in response to staff or client requests; makes referrals to other information sources as necessary;
- Works with local service contractors providing technical assistance; prepares, monitors, and processes reimbursement requests;
- Records and summarizes statistical information, tables, charts, graphs or information for standard reports or grants; selects data from varied sources; prepares spreadsheets, and other correspondence as needed; compiles and submits grant and report information;
- Preparing materials and resources, writing instructional documents, and helping develop project materials;
- Collects information and compiles data and reports of COG activities;
- Communicating between program participants and managerial staff, and liaising with project consultants and field office staff;
- Conducting research and providing support to staff members in regards to project and programmatic efforts, and;
- Performs related duties as required.

The ideal candidate will hold a degree in public administration, business administration, human services or related field; or of a combination of education and experience required.

Salary will be based on qualifications and experience, with a hiring range of \$43,000 - \$45,000 annually. Kerr-Tar Regional Council of Governments offers a generous benefits package including paid vacation and sick

leave; NC Local Government Retirement System; 401(k); health, dental, vision and life insurance; and flexible spending account.

Interested candidates should email a cover letter, resume, and three references to Diane Cox, Kerr-Tar Regional Council of Governments, at info@kerrtarcog.org. Please note, only electronic application materials emailed will be accepted for this position.

Position is open until filled with rolling interviews. Interested applicants are encouraged to apply early. Kerr-Tar Regional Council of Governments is proud to be an Equal Opportunity Employer. The Council does not discriminate on the basis of race, religion, color, sex, gender, gender identity, sexual orientation, age, nondisqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law.

All employment is decided on the basis of qualifications, merit, and organizational need. Position is open until filled; initial review of applications will begin June 7, 2024.