



Job Title	General Manager Assistant/Secretary to Board of Directors
FLSA	Non-union (exempt)
Salary	\$45,032.00
Reports To	General Manager and Board of Directors

Job Purpose

The primary duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports General Manager and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the organization's concepts, practices and procedures.

The primary duties and responsibilities of the Secretary to Board of Directors include providing administrative support the Board of Directors as designated in Robert's Rule of Order. Reports to the Chairperson and Secretary of the Board and record the minutes of the monthly meetings.

Duties and Responsibilities – GM Assistant

- Answers and directs phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Order office supplies & equipment
- Book travel arrangements for staff and reconcile expenses
- Submit and reconcile expense reports
- Provide general support to visitors
- Provide information by answering questions and requests
- Generate reports
- Handle multiple projects
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc
- Organize travel arrangements for General Manager and reconcile travel expense claims
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner

- Take accurate minutes of meetings
- Reply to email, telephone or face to face inquiries
- Receive, sort and distribute the mail for the General Manager & BOD
- Manage General Manager /BOD meeting calendars
- Oversee and distribute the Departmental Board Reports
- Enter time for the Administrative Staff
- Maintain up-to-date attendance records for Administrative Staff
- Maintain GPTC Ordinances and Resolutions
- Maintain GPTC Administrative Forms
- Maintain GPTC SOPs

Duties and Responsibilities – Secretary to Board of Directors

- The Secretary to the BOD shall record the minutes of the monthly BOD meetings
- Assembles and distributes a monthly board packet for the monthly board meetings
- Publish notices of scheduled meetings as required in the Bylaws of the BOD, state laws and statutes and Standard Operating Procedures of GPTC
- Distribute board packets the Board seven (7) days prior to the next meeting
- Record Minutes and the Roll Call at BOD Meetings
- Have the minutes reviewed for changes, deletions, and/or corrections by the General Manager
The minutes do not become official organization “records” until the board approves the minutes
- Maintain records / minutes
- The current and previous year hard copies of the minutes (board packets) are kept in the file cabinet until the end of the year
- Update BOD Contact lists and membership lists for the BOD Committees
- Ensure that key contact information for the organization’s leadership team is current
- Provide Safekeeping of all official records
- Maintain and preserve all organization records in a secure location that is approved by the Board/General Manager
- Update list of board members appointed by the Mayor and the Gary Common Council at the end of their terms As new board members are “onboarded” include the beginning and end dates of the terms As the organization’s “Communicator in Chief,” the board secretary should always have the most current contact information for board and staff members on file It is helpful if contact information also includes a [“preferred communication method”](#) for each member, so the secretary knows which board members respond best to a hardcopy document, email, text media message, or phone call
- Have all new board members complete the required informational forms and file in “Current Board Members” binder Remove expired members’ forms to “Expired Board Members” binder Arrange for pictures to be taken of new members and order nameplates
- Renew Conflict of Interests Statements Annually for each Board Members
- Perform Notary Duties as needed for the Board
- Perform all necessary duties for Regular and Special Board Meetings as stated on the attached checklist
- Make travel arrangements as needed by each Board Member to attend the annual transit and legislative conferences Reconcile travel expense claims

GPTC prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Reasonable accommodations will be made for applicants at their request.

Qualifications

- Proven admin or assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- At least 7 years of experience in the field or in a related area
- High school diploma or equivalent; college degree preferred

Working conditions

Work in office environment

Physical requirements

The physical demands of this position are representatives of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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