



CHESAPEAKE BAY COMMISSION

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JOB ANNOUNCEMENT ADMINISTRATIVE OFFICER

About the Chesapeake Bay Commission

Composed primarily of state legislators from Maryland, Pennsylvania, and Virginia, the Chesapeake Bay Commission is an organization dedicated to establishing and implementing collaborative policy for supporting the restoration of the Chesapeake Bay. As a signatory to the Chesapeake Bay Watershed Agreement, the Commission serves as the legislative voice of the Chesapeake Bay Program and is fully involved in all Bay Program policy and implementation decisions.

The Commission maintains a staff of five full-time employees. The Executive Director, Administrative Officer and Maryland Director are based in the headquarters office in Annapolis, Maryland.

Position Responsibilities

The primary objective of this position is to ensure the timely execution and management of the myriad of administrative responsibilities faced by a governmental organization. Core areas including the following:

- Administrative support to Executive Director, State Directors and Commission members.
- Act as Commission first point of contact – receive and screen all calls and visitors.
- Scheduling, coordination and general oversight responsibility for quarterly Commission meetings.
- Manage monthly record keeping including expense accounts, charge cards, timesheets and personnel records for all employees.
- Serve as Benefits & Retirement Coordinator for the Maryland Department of Budget and Management and State Retirement Agency.
- Prepare annual budget with Executive Director and analysis of actual, projected and future appropriation needs.
- Coordinate annual audit of Commission financial records.
- Fiscal and record-keeping including accounts payable, accounts receivable, procurement, and preparation and coordination of contractual agreements and grants.
- Manage all Commission grants to ensure proper reporting, record keeping, retention requirements, reimbursements and appropriations.
- Manage the Commission's website using Dreamweaver and serve as Administrator of the Office 365 and SharePoint account, with the assistance of our IT consultant.
- Assist in production of all publications.

Professional Experience and Qualifications

A minimum of five years professional experience, preferably working for a state government entity in an administrative capacity. Bachelor's degree or professional experience may substitute. Require excellent organizational, management and communication skills; ability to collaborate and coordinate effectively. Must be a self-starter, relationship builder, problem solver, set goals and be able to meet deadlines. QuickBooks and Microsoft Office 365 software experience is preferred.

How to Apply

Send cover letter, resume with salary requirements and references to aswanson@chesbay.us. Application deadline February 21, 2018. The Commission offers a comprehensive benefits package, including participation in the State of Maryland Retirement System and Health Plan. We are an Equal Opportunity Employer.