



MARYLAND ASSOCIATION OF COUNTIES, INC. (MACo)

**ADMINISTRATIVE ASSISTANT POSITION – ENTRY LEVEL
INFORMATION PACKET**

- I. Advertisement
- II. MACo Background
- III. Position Description

Resumes for the position should be submitted to:

lvelasco@mdcounties.org

Please include “Administrative Assistant Resume” in the subject line of the email, along with your name. Attachments should include your resume, including educational background, work experience (particularly any relevant to this position), computer software familiarity and at least three references. References will not be contacted without prior approval from the applicant.

The submittal should also include a cover letter detailing present salary, desired salary with justification, and the reasons the applicant feels he/she is qualified for the office assistant position.

An email response will be sent upon receipt of all resumes

Complete applications must be received by 4:30 p.m., April 27, 2012

MACo SEEKING ADMINISTRATIVE ASSISTANT

The Maryland Association of Counties (MACo) is seeking a full time Administrative Assistant. MACo is a trade association located in Annapolis's historic district, providing services to Maryland's 23 counties and Baltimore City. MACo has eight full time staff members.

The position requires attention to detail and the ability to maintain a positive helpful attitude in a multi-tasking environment. Other necessary attributes include computer knowledge; excellent organization, telephone, and communication skills; and a willingness to assume varied responsibilities, such as general staff support, file and facilities management, in-house catering and meetings' coordination, out of office conference support, and printing/ mailing coordination. Microsoft Office knowledge and familiarity with Maryland General Assembly legislative processes will be given special consideration.

In addition to a competitive salary, generous benefits include sick and vacation leave; life and disability insurance; retirement plan; long term care insurance; parking; bonus eligibility; training opportunities; and fully employer-funded health, dental, and optical insurance.

Application information is available at www.mdcounties.org.



About MACo:

MACo is a non-profit and non-partisan organization that serves Maryland's counties by articulating the needs of local government to the Maryland General Assembly. The Association's membership consists of county elected officials and representatives from Maryland's 23 counties and Baltimore City. MACo's members determine Association policy and positions on executive and legislative proposals through an elected [Board of Directors](#) and a volunteer Legislative Committee. Through MACo's advocacy, training, education programs, and annual conferences, members are provided with endless opportunities to improve their capacity to serve their residents.

Twelve organizations representing professional county government staffs are affiliated with MACo. These affiliates work to enhance their members' effectiveness, and assist the Association in formulating its legislative agenda and in structuring [conference](#) presentations.

MACo is the only organization serving the needs of county elected officials and governments across the state. MACo's main office is located in downtown Annapolis.

Legislative and Intergovernmental Relations

MACo provides a single unified voice for county governments throughout the state. The Association advocates for county positions before the General Assembly, the Governor and executive branch officials, and federal decision-makers.

Each county has representation on the MACo Legislative Committee, the cornerstone of the Association's advocacy efforts. The Committee meets weekly during the General Assembly Session to determine the Association's positions on legislative issues and intergovernmental relations which have an impact on county governments.

During the interim, the Committee plans MACo's legislative initiatives for the upcoming Session. The Committee, in conjunction with MACo staff, research and track all proposed legislation affecting county governments in Maryland.

Education and Training

MACo hosts three annual conferences that offer continuing education for county elected officials and representatives of Maryland's 23 counties and Baltimore City. The goal of the Conferences is to provide county decision-makers and other participants with a clearer perspective on the challenges facing counties, and most importantly, to provide strategies for addressing these challenges. Designated sessions at the conferences qualify for credit with the Academy for Excellence in Local Governance.

- The Winter Conference is a 3-day event and is held in January. It draws nearly 500 county and state elected and appointed officials. Educational Session topics focus on reviewing timely issues that will be relevant during the upcoming Maryland General Assembly Session.
- The Summer Conference is held mid-August in Ocean City and centers around networking with county and state officials, and connecting with businesses who have a stake in county government activities or services.
- The Administrators & Attorneys Fall Conference provides a forum for discussion of legal and management issues for county administrators and attorneys.

Information and Research

MACo disseminates information through the Association's [website](#), the [Conduit Street blog](#), [Twitter](#), events and meetings, legislative reports and white papers, and publications. Must-read publications include the MACo Directory of County Officials, and the e-Newsletter, *Courthouse News*. MACo staff offers technical assistance, research, and support to county members. The Association serves as a clearinghouse for issues pertaining to Maryland county government.

POSITION TITLE: Administrative Assistant
ORGANIZATION: Maryland Association of Counties
POSITION REPORTS TO: Executive Director:

SUMMARY: Serves as primary contact to incoming phone calls and office visitors. General office support.

Duties/Responsibilities

GENERAL

- Primary contact to respond to incoming phone calls, emails and faxes, forwarding to appropriate parties.
- Manage Surveys, including structuring and securing, compiling and formatting.
- Provide support to all staff, including, but not limited to, document formatting and proof reading, meeting coordination, data entry, packet creation, and general follow-up duties.
- Set-up food for meetings, including legislative committee lunches. Includes carrying food up, bringing food down and general clean up after meeting.
- Manage kitchen, including loading and unloading dishwasher, and overall cleanliness. Monitor/order meeting supplies e.g., plates, cups, napkins, utensils, etc.
- Coordinate in-house meetings for room availability, e.g., insure no meeting conflicts and arrange additional or alternative space.
- Respond to member requests for information by phone, email, and fax.
- Receive and manage office visitors.
- Monitor / replenish postage meter / prepare and monitor UPS outgoing shipments.
- Make repair calls for copiers and postage meter.
- Monitor and order all office supplies.
- Stock and maintain all supplies (bathroom, kitchen, meeting room).
- Manage Executive Director's activities. Maintain calendar. Arrange conference calls.
- Open/distribute mail.
- Coordinate and maintain office beautification.

MEETINGS/CONFERENCES

- Assist Meetings & Events Coordinator with Summer and Winter Conference logistics.
- Proof badge and meal ticket packets.
- Assist Meetings & Events Coordinator, Legislative Director, and Associate Director on conference preparation, speaker selection, and background and contact information.
- Assist with the set-up, working, and dismantling registration desk and taking tickets at social functions.
- Coordinate conference calls for general sessions.

LEGISLATION

- Manage subject and legislative session bill/testimony files.
- Copy correct number of copies of testimony and other materials for Senate/House committee hearings. Back up for testimony delivery and participant sign up.
- Coordinate Legislative Committee activities, prepare agenda and handouts.
- Create schedule and coordinate Legislative committee speakers during session.
- Prepare and send mailing requesting subdivision nominations for MACo Legislative Committee.
- Prepare statewide hearing schedule for Courthouse News.
- Act as liaison for legislative staffers. Schedule and organize meetings.
- Plan, order and set-up legislative committee lunches for each Wednesday during Session.

DATABASE

- Maintain database
- Coordinate production of biennial Directory of County Officials.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of computer software – mid-level skills in Microsoft Office Suite. Database experience. Intuitive computer skills required.

Knowledge of Internet search engines

Ability to Multi Task

PERFORMANCE

Ability to work without direction

Demonstrate ability to communicate effectively

Distribute information in a timely manner

Poise and maturity

Demonstrated ability to think independently

Ability to manage time, meet deadlines

Perform as team member

Polite and helpful phone manner

Overnight travel required two weeks out of year