

Office Manager Position Advertisement

The Leon County Research and Development Authority (Authority) seeks applications for the position of Office Manager for its operations in Innovation Park in Tallahassee, Florida. The mission of the Authority is to work in affiliation with the City of Tallahassee, Leon County, Florida A&M University, Florida State University, and other organizations to develop the research park, to promote scientific research and development activities, and to foster economic development to broaden the economic base of Leon County Florida.

This is highly independent, responsible and fast paced administrative work coordinating the agenda process for the Authority; recording and preparing minutes for the meetings of the Board of Governors of the Authority (Board), including full Board and committee meetings; providing administrative support to the Executive Director; preparing and assisting in the preparation and review of agenda items and other documents; and conducting, coordinating, researching, analyzing, and reporting on special projects.

Attends full Board and committee meetings; records and prepares accurate minutes of such meetings; posts or coordinates the posting of meeting recordings, approved meeting minutes, and other materials to the Authority's website.

Provides general support to the Board, including obtaining and filing Oaths of Office; maintaining contact lists for the Board and committees; preparing meeting calendars; scheduling and coordinating Board and committee meetings; preparing and issuing meeting notices; and setting up for the meetings. Contacts Board members, contractors, tenants and others to identify and clarify issues and seek or provide direction, as appropriate.

Researches and analyzes policies from other appropriate entities; prepares draft policies for review by the Executive Director and consideration by the Board; and maintains the Board's policy manuals. Prepares annual reports for the Florida Commission on Ethics regarding compliance with financial disclosure requirements. Reviews invoices submitted by the accounting firm for consideration of authorization to further process for payment; seeks additional information, clarification and backup documentation as deemed necessary; and submits such invoices to the Executive Director for further review and consideration. Provides the Executive Director with administrative support; receives and processes office mail; greets the public over the phone and in person; writes and word processes letters, memos, etc.; and files and maintains the filing system for the administrative office.

Assists in the response to public records requests, and manages the Authority's records. Assists in the development of the Authority's proposed budget, relative to administrative matters; reviews financial reports relative to reported expenses. Serves as a web steward for the Authority's website.

Qualifications:

Graduation from an accredited college or university with a Bachelor's degree in business or public administration or a related field, and two years of related, progressively responsible professional work experience, or an equivalent combination of training and experience; or graduation from an accredited college with a two year Associate's degree and four years of related, progressively responsible professional work experience. The employee is also expected to serve as a Notary Public for matters relating to the Authority.

Compensation:

Compensation is negotiable and will be based upon the successful candidate's education, experience, and other qualifications.

Application Process:

Electronic applications are preferred.

To apply for the position, please submit the following application materials as a merged PDF file to: ckunst@inn-park.com:

1. Completed Application Form
2. Cover Letter
3. Resume

Incomplete applications will not be reviewed.

Employment with the Authority is subject to a negative drug test result as described in the Pre-Employment Drug Testing Policy set forth in Policy No. 10-1. This position is subject to the policies of the Authority, including a 6 month probationary period, as they may be amended from time to time. To the extent that the laws and policies of the Authority conflict with state or federal laws, the state or federal laws shall prevail. All employment with the Authority is contingent upon a criminal background check and financial credit check.

For full consideration, mail submissions must be **postmarked** no later than **5:00 p.m., January 27, 2012**, with a cover letter and resume, in a format suitable for black and white photocopying, to:

Leon County Research and Development Authority
Attn: LCRDA Office Manager Search
1736 W. Paul Dirac Dr.
Tallahassee, FL 32310

Please visit Innovation Park's website, at the following address, for a copy of the position application:

<http://www.innovation-park.com/>

The review of applications will be conducted on a rolling basis until the position is filled.

For questions regarding the application process, please contact Catherine Kunst at ckunst@inn-park.com or (850)575-0343.