



UNION COUNTY IMPROVEMENT AUTHORITY

1499 US Highway One, North, 3rd Floor
 Rahway, New Jersey, 07065
 www.ucimprovementauthority.org
 (732) 382-9400 (732) 382-5862 fax

Resolution No. 25-2016

Date: March 2, 2016

RESOLUTION OF THE UNION COUNTY IMPROVEMENT AUTHORITY CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT

APPROVED AS TO FORM:
 Lisa M. da Silva, RMC
 Clerk of the Authority

[Handwritten signature of Lisa M. da Silva]

APPROVED AS TO SUFFICIENCY OF FUNDS
 YES [] NO [] NONE REQUIRED
 UNION COUNTY IMPROVEMENT AUTHORITY

[Handwritten signature]

	PRESENT	ABSENT	AYE	NAY	ABSTAIN	MOTION	SECOND
<i>Bornstad</i>	1		1			1	
<i>D'Elia</i>	1		1				1
<i>Hockaday</i>	1		1				
<i>Salerno</i>	1		1				
<i>Tomko</i>	1		1				
<i>Vollero</i>		1					
<i>Rountree, Vice Chairwoman</i>	1		1				
<i>Scutari, Chairman</i>	1		1				
<i>*Vacancy*</i>							

**RESOLUTION OF THE UNION COUNTY IMPROVEMENT AUTHORITY
CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT**

WHEREAS, the Union County Improvement Authority (the “Authority”) has been duly created by an ordinance of the Board of Chosen Freeholders (the “Board of Freeholders”) of the County of Union, New Jersey (the “County”), as public body corporate and politic of the State of New Jersey (the “State”) pursuant to and in accordance with the county improvement authorities law, constituting Chapter 183 of the Pamphlet Laws of 1960 of the State, as amended and supplemented from time to time (the “Act”); and

WHEREAS, the Authority is in need of clerical and administrative support; and

WHEREAS, it has been determined that the position of Administrative Assistant of the Authority shall be created to work with the Clerk of the Authority to provide clerical and administrative support; and

WHEREAS, a copy of the Authority’s job description for Administrative Assistant is attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the Union County Improvement Authority as follows:

1. The Authority hereby authorizes the Executive Director to create the position of Administrative Assistant of the Authority.
2. This resolution shall take effect immediately.

Exhibit A

Union County Improvement Authority Job Description Administrative Assistant

Experience: Entry Level – Training will be provided
Report to: Clerk of the Authority

Qualifications:

- Bachelor's Degree
- Proficient knowledge of standard office equipment;
- Strong typing skills
- Exceptional verbal and written communication skills
- Advanced computer skills - Microsoft Word, Excel, PowerPoint, Outlook
- Ability to work independently as well as part of a team
- Excellent organization and time management skills
- Excellent interpersonal skills and pleasant, positive demeanor
- Ability to exercise good judgment/decision making when necessary
- Ability to prioritize and take initiative - assertive and confident
- Flexibility to work overtime as required
- Ability to multi-task
- Significant attention to detail and follow through skills

Responsibilities:

- Provide clerical and administrative support.
- Create and maintain paper and electronic filing systems for records, correspondence and other material.
- Answer and screen calls in a professional manner, obtaining complete and accurate information and follow through on message delivery. Arrange conferences, meetings, and travel reservations for office personnel.
- Compose, type and distribute meeting notes, routine correspondence and reports.
- Maintain scheduling and event calendars.
- Make copies of correspondence and other printed material.
- Open, Read and distribute incoming mail and other material.
- Schedule and confirm appointments for staff.
- Conduct searches to find needed information using such sources such as the internet.
- Learn to operate new office technologies as they are developed and implemented.
- Order and dispense supplies and needed
- Operate equipment such as fax machines, copiers, and phone systems and use computer for spreadsheets, word processing, database management and other applications.