

INCA Community Services



Job Description

Title:	Corporate Secretary/ Data Administrator	Reports to:	Executive Director Communication/Capacity Director
Program:	Admin Multi-Split/ CSBG	Status:	Non-Exempt/Full Time/ Full Benefits
Approved:	March 2018	Wage:	(see Salary Scale)
Benefits: Health, Dental, and Life Insurance, Sick and Annual Leave, Retirement Program (401k), Social Security, Worker's Compensation Insurance and Unemployment Insurance, 12 Paid holidays and Birthday Holiday after the first year of employment.			
Job Summary:			
<p>Serve as the Corporate Secretary for the Board of Directors. Responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted.</p> <p>Serve as Capacity Administer by performing distinct capacity building activities that ensure INCA can effectively deliver its mission over time.</p>			
<i>This position has a episodic access to a vulnerable population.</i>			
<p>Essential Functions: The below is intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.</p>			
Corporate Secretary:			
<ul style="list-style-type: none"> ● Coordinate and manage administrative details and logistics for agency board meetings including providing board members and support staff with calendar and logistics for meetings. ● Responsible for the proper management and utilization of important records such as meeting minutes and the organization's bylaws. ● The secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. ● In order to fulfill these responsibilities, and subject to the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the board, and performs other duties as the need arises and/or as defined in the bylaw. Provides items for the agenda as appropriate. ● Attends all board meeting. Participates in board meetings as a non-voting member. ● As secretary should be knowledgeable of the organization's records and related materials, providing resources to the board on topics such as governance issues, amendments to federal, state or local laws, and any other materials which will assist them in fulfilling their fiduciary duties. ● As the custodian of the organization's records, the secretary is responsible for maintaining accurate documentation and meeting any legal requirements such as annual filing deadlines. ● The secretary is responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible. This includes updating the organization's bylaws and 			

maintaining its articles of incorporation along with keeping accurate and up-to-date records of its membership, board minutes, financial reports and other important documents.

- Ensures that proper notification is given of directors' meetings as specified in the bylaws and timely distribution of materials such as agendas and meeting minutes.
- Responsible for the preparation of informational meeting packets for the directors at least one week ahead of a meeting.
- Manages the general correspondence of the Board of Directors except for such correspondence assigned to others.
- Arranges, participates in, and implements, as directed, Board of Directors meetings, conferences and committee meetings.
- Ensures that official records are maintained of members of the organization and Board. Ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- Maintains Board Governance Manuals.
- Responsible for Board of Directors Calendar, timeline and deadlines.
- Ensures that an up-to-date copy of the bylaws is available at all meetings.
- Responsible for ensuring that documents necessary to maintain the corporation are filed and in good standing.
- Ensure succession planning by working with the Governance Committee in the conduction the elections for low-income position, notification of expiration of terms and recruitment of board members
- Responsible for the agency CONFAX and other documentation required by funding sources dealing with the Board of Directors.
- Will serve as a notary for the agency.

Data Administrator:

- Oversee the day-to-day processing of data input into agency wide data system (CAPTAIN).
- Perform data input required.
- Responsible for the accuracy and timely completion of data input by the data input personnel.
- Complete various capacity building reports.
 - Compile reports to meet agency organizational standards, program requirements, and ROMA(Results Oriented Management and Accountability) needs.
 - Run error reports to ensure data is correctly entered into the system.
- Serve as the primary contact with the agency data collection liaison (CAPTAIN).
- Attend meetings/training regarding the CAPTAIN system as assigned.
- Provide new or refresher data input training to personnel as needed.

Administrative/Bookkeeping Duties:

- Opens, dates, and sorts incoming mail.
- Deposit all incoming checks in program bank accounts whenever needed.
- Assists with retrieving any and all records needed by state or federal monitors and/or auditors
- Responsible for Purchase Order Log: Maintain effective log/data system to accurately track each purchase order.
 - Processes purchasing requests in accordance with established purchasing rules and regulations.
 - Ensures that all necessary paperwork is received from program personnel in a timely manner.
 - Track the status of purchase orders. Assure all documentation is complete and accuracy.
- Assists in the preparation of payroll from time and attendance records and maintains all related employee records.
- Responsible for Tishomingo administrative office keys. Maintain a current list of key and provides keys to personnel as needed.

Capacity Duties:

- Assist in the preparation of grant applications, funding packages, proposals and license renewals as needed by various programs.

- Prepares/gathers and organizes necessary data for submission of reports, grants, or special projects.
- Works closely with Capacity Director and Program Directors to ensure all resources are leveraged efficiently to meet agency goals and objectives, as well as community needs.
- Assist Capacity Director and Program Directors with research, community outreach, and activities to promote and educates of programs and services as needed.
- Carries out data entry, monitoring, and reporting responsibilities for Capacity Director.
- The Capacity Administrator supports the Capacity Director by managing records, tracking action items, and providing process-related reports.

General Duties:

- Attend work punctually and regularly to provide consistency of service.
- Attend upon request all staff and other appropriate meetings, training and conferences some of which may require out-of-town travel and evening/overnight attendance.
- At all times maintain professional attitude and confidentiality of all records and information.
- Demonstrate commitment to mission, values, and policies in the performance of daily routines.
- Perform other program-related assignments as designated
- Present a positive image of the agency to members of the community.

Supervisory Relationships:

Works under the direction of the Executive Director and Capacity Director.

Knowledge and Skills:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.

- Ability to work as part of a team and independently with minimal supervision.
- Ability to manage multiple projects simultaneously, and the ability to prioritize efficiently
- Ability to lead and inspire others
- Ability to deal with sensitive materials, demonstrating a high level of trust and respect for confidentiality of information.
- Hands-On experience with current office equipment: phones, multimedia equipment
- Hands-On experience and proficiency with: computer hardware and software including but not limited to: Microsoft Office, Internet and e-mail.

Qualifications:

Education:

- Degree preferred in Business Administration or related fields.

Experience:

- Experience in administration,
- Experience in reading, interpreting and implementing guidelines and following written and oral instructions;
- Proficient computer skills and knowledge including Microsoft Office and Excel, Internet, and E-mail.
- Comfortable speaking in public settings and to a variety of people.

General:

- Must be twenty-one years of age or older.
- Must have reliable transportation, a valid Oklahoma driver's license, liability insurance on personal vehicle, and a safe driving record.
- National Service Criminal History Check Assessment, Motor Vehicle Report (MVR) and Drug/Alcohol Testing clearance required.
- Must be able to work a flexible schedule including some evenings and/or weekends.

Physical Requirements:

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

- Must be able to perform the essential functions of the job..
- Sit for extended periods of time.
- See and read a computer terminal and printed matter with or without visual aids.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- Speak so that others may understand at normal levels and on the telephone.
- Enter data into a computer terminal, operate mainframe/personal computers, operate standard office equipment and dial a telephone.
- Repetitive motion especially with hands and arms.
- Frequent keyboard use.

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Acknowledgment: I acknowledge receipt and understand the contents of this job description.

**Signature of
Employee:**

Date: