

Leake County Development Association (LCDA)

Office Manager – Part time - Job Description

Position Summary

The Office Manager serves as the face and primary administrative anchor of the Leake County Development Association (LCDA). This position is responsible for the overall administration and day-to-day operations of the LCDA office, ensuring the organization functions efficiently and professionally, and in full compliance with all applicable requirements.

The Office Manager maintains accurate financial accountability, ensures compliance with all applicable laws, regulations, funding requirements, policies, and procedures, and represents the LCDA effectively to the public, funding sources, elected officials, and key community partners. This position requires a high level of professionalism, discretion, organizational skill, and independent judgment.

The Office Manager works closely with the LCDA Board of Directors and partner organizations to support the LCDA's mission and strategic goals.

Essential Duties and Responsibilities

1. Administration & Board Support

- Serve as the primary administrative support to the LCDA Board of Directors and its committees.
- Prepare, coordinate, and distribute board and committee meeting agendas, packets, and notices in accordance with applicable laws and bylaws.
- Attend board and committee meetings as required; prepare, maintain, and archive accurate meeting minutes and official records.
- Track and perform follow-up actions resulting from board and committee decisions.
- Maintain official LCDA records, files, policies, resolutions, and organizational documents.
- Ensure compliance with open meetings laws, public records requirements, and internal governance procedures.
- Provide timely administrative information, reports, and documentation necessary to facilitate effective board action.

2. Financial Management & Accountability

- Perform accounting and financial management duties, including but not limited to:
 - Bank deposits and cash handling
 - Payment of invoices and routine operating expenses
 - Maintenance of financial records and supporting documentation
 - Tracking of investments and financial accounts
- Maintain accurate, organized, and auditable financial records in accordance with board policy and accepted accounting practices.
- Monitor expenditures to ensure consistency with approved budgets and funding restrictions.
- Coordinate with external accountants and auditors to support annual audits, financial reviews, and required reporting.
- Assist with the preparation of financial reports for the Board, funding agencies, and other stakeholders.

3. Event Planning & Scheduling

- Plan, coordinate, and manage LCDA-sponsored meetings, events, and activities, including but not limited to:
 - Board and committee meetings
 - Legislative luncheons
 - Industry tours
 - Public announcements, workshops, and community events
 - Coordinate logistics such as scheduling, venues, catering, materials, invitations, registrations, and follow-up communications.
 - Maintain and manage the LCDA master calendar, ensuring alignment with board priorities and partner schedules.
 - Coordinate with vendors, partners, and participating organizations to ensure events are executed professionally and efficiently.
 - Provide on-site or virtual support for events as required.
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4. Compliance & Risk Management

- Assist with LCDA compliance with all applicable federal, state, and local laws, regulations, grant conditions, and contractual obligations.
 - Monitor deadlines and reporting requirements associated with funding sources, audits, filings, and regulatory obligations.
 - Support implementation and adherence to LCDA policies, procedures, and internal controls.
 - Maintain confidentiality of sensitive financial, personnel, and organizational information.
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5. Public Relations & External Relations

- Represent the LCDA professionally in interactions with:
 - Elected officials
 - Local governments
 - School systems and workforce partners
 - Economic development, business, and community organizations
 - Funding agencies and the general public
 - Coordinate and communicate with partner organizations and agencies as appropriate.
 - Develop and maintain positive, professional relationships with key community stakeholders.
 - Support outreach, communications, and public engagement efforts that advance the mission of the LCDA.
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6. Office Operations

- Manage office operations to ensure an efficient, professional work environment.
 - Oversee office systems, supplies, records management, and administrative workflows.
 - Respond to inquiries in a timely, courteous, and professional manner.
 - Support the mission of the LCDA.
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7. Qualifications

The requirements listed below are representative of the knowledge, skills and or ability required. Reasonable accommodations may be made to enable an employee with a disability to perform the essential functions.

Education

- A Bachelor's
OR;
Five years experience in office management, public relations, marketing, project development, or as a business finance officer, or other related professional experience;
OR
Any combination of experience and education deemed acceptable for satisfactory job performance to the appointing authority.

Time Management Skills

- Meet or exceed deadlines and time lines.
- Self-motivated and driven.

Language, Reasoning and Leadership Skills

- Ability to effectively write reports, create presentations and correspondence;
- Ability effectively to read, analyze and interpret business articles, professional journals, and government regulations.
- Ability to speak effectively to a group, board members and the general public.
- Ability to define problems, collect data, establish facts, draw conclusions, and take appropriate action.
- Able to read financial statements.
- Develop and manage partnership with diverse stakeholders.
- Ensure communication vehicles are developed and effectively utilized (annual reports, final programmatic reports, website, social media, e-newsletters, etc.).

Mathematical Skills

- Ability to add, subtract, multiply, and divide using whole numbers, fractions, percentages and rates.
- Ability to draw and interpret bar graphs, pie charts, etc.
- Able to create and work within a budget.

Technology Skills

- Ability to maximize use of the computer. Experience with the Microsoft Office Suite or Microsoft 365, and other programs.

Physical Demands of the Job

While performing the duties of this job, the employee frequently is required to stand, walk, use hands, and fingers to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or bend; and talk or hear. The employee occasionally must lift and move up to 50 pounds.

Work Environment

While performing the duties of this job, the employee occasionally is exposed to wet or humid conditions, extreme cold or heat and general outside weather conditions. The noise level in the work environment is moderate.

Licensing and Certification Requirements

Current, valid Mississippi driver's license.

National Career Readiness Certificate (before or after employment)