

CLASSIFICATION SPECIFICATION

Assistant to the Delaware Manufacturing Extension Partnership (DEMPEP) Executive Director

FT/PT Class Code: 4064, 4564 Pay Grade: B/C 12 FLSA: Non- Exempt Rev: 07/01/16

SUMMARY STATEMENT: An incumbent is responsible for providing support the DEMPEP Executive Director in the areas of researching project statistics, office management, and coordinating statewide DEMPEP events. In addition, a class incumbent provides support to a group of Manufacturing Extension Partnership Specialists.

NATURE AND SCOPE:

A class incumbent typically reports to an administrative superior and may supervise subordinates and/or College Work Study students. The incumbent serves in a liaison capacity between the DEMPEP Executive Director, Manufacturing Extension Partnership Specialists, manufacturing client Chief Executive Officers, State and federal government employees, and the public. A significant aspect of this work is to gather information and statistics for reports, provide office management and administrative support, and to serve as the central coordinator for statewide DEMPEP events.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Researches project statistics and data base information to prepare reports for State, federal, and DEMPEP Center requirements.
2. Coordinates the administrative details for DEMPEP statewide events, including seminars, workshops, advisory and sub committee meetings, and other special events.
3. Provides office management and administrative support for the DEMPEP Executive Director and the Manufacturing Extension Partnership Specialists.
4. Acts as a liaison between the DEMPEP Executive Director, Manufacturing Extension Partnership Specialists, manufacturing Chief Executive Officers, State and federal government employees, and the public.
5. Maintains technical, administrative, and/or financial files/records for DEMPEP.
6. Analyzes routine operating practices and procedures to include recordkeeping, workflow, cost reduction, equipment, and supply utilization, etc. to ensure smooth and efficient office operation.
7. Facilitates the preparation of annual federal and State government funding requests and provides administrative support for special projects.
8. May supervise and/or train personnel.
9. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of the principles and practices of office management, supervision, planning, organization, and general administration.
- ◇ Skill in the compilation, research, and analysis of statistical information.
- ◇ Excellent organizational, interpersonal, and communication skills.
- ◇ Ability to communicate effectively orally and in writing.

MINIMUM QUALIFICATIONS:

- ◇ Associate degree in a relevant field and four (4) years of responsible administrative support experience; or other equivalent combination of education and experience.