

**NJ HEALTH CARE FACILITIES
FINANCING AUTHORITY**

JOB DESCRIPTION

**ADMINISTRATIVE ASSISTANT (II)
DIVISION OF PROJECT MANAGEMENT**

DEFINITION:

Under the direction of the Director of Project Management, Project Managers and the Office Manager, the Administrative Assistant II provides primary administrative support to the Division of Project Management, including the Division's Capital Asset and Equipment Revenue Note Programs, and auxiliary support to the Office of the Executive Director.

EXAMPLES OF WORK:

- Provide primary administrative and secretarial support to the Director and staff of the Division of Project Management and, when required, provide related support in the administration of the Division's Capital Asset and Equipment Revenue Note Programs.
- In the absence of the Executive Assistant to the Executive Director, provide administrative and secretarial support services to the Executive Director;
- Respond to, or route to the appropriate party, telephone inquiries concerning activities of the Division; distribute Division mail; execute or coordinate the faxing and/or photocopying needs of the Division; maintain schedules of Division personnel; perform customary administrative assignments, including the typing of routine and special communications;
- Responsible for orchestrating the drafting, by appropriate parties, and receipt of standard communications/form letters generated in connection with the issuance of Authority Bonds/Notes, including letters of transmittal in respect of certain Executive Orders and Governor's letters of approval;
- Coordinate and schedule internal and external working group meetings for Division staff; maintain, update, and generate respective working group lists;
- Provide Project Managers with "boiler plate" samples of bond/note sale minutes; coordinate the receipt of comments from respective bond counsel, and assist Project Managers in finalizing draft minutes and ensuring the receipt of other documentation required for presentation to members of the Authority;
- Interact with bond counsel firms to ensure the receipt of bond/note closing documents; coordinate and schedule, among Authority officers, appointments for the execution of same;
- In respect of closing on bond/note and Capital Asset Loans transactions, coordinate the receipt of other documentation, including the assigning of an appropriate number to Form 8038; and provide all to bond counsel, including certified copies of the Authority's enabling legislation (from Secretary of State's Office), TEFRA/bond sale minutes (from Assistant Secretary), copies of the Authority's By-Laws and its General Registered Bond Resolution;
- Following closing on bond/note transactions, ensure the receipt of loose closing documents and bound transcripts; index accordingly, and ensure proper retention in Authority library or other appropriate area. Official Statements are treated similarly, if required, either prior or subsequent to closing.

- Participate in special Authority projects that require clerical/administrative support; serve as back-up on switchboard and/or in the performance of routine assignments in the absence of other support staff; perform other duties as assigned.
- Attend all meetings of the Authority's Board, Finance Committee, and Audit Committee and record, prepare, and disseminate meeting minutes as well as prepare scripts in advance of meetings, draft resolutions, maintain binders relating to the meeting minutes and resolutions, provide notice of meetings to publications, and oversee the posting of agendas and meeting minutes on the Authority's website.

KNOWLEDGE AND SKILLS:

- Considerable knowledge of the Authority's general operating activities, policies and procedures including the issuance of bonds;
- Total familiarity with Division activities and the ability to respond to inquiries; general knowledge about the Capital Asset and Equipment Revenue Note Programs;
- Ability to effectively utilize modern office equipment, including personal computers and related software programs;
- Ability to process, in acceptable format, statistical, financial, and other reports required by management;
- Ability to proofread and to maintain accurate records and files.

EDUCATION/EXPERIENCE:

- Graduation from high school or business school;
- Professional experience and efficiency in providing secretarial/administrative support services;
- Excellent organizational and interpersonal skills.

****This job description is a general job description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of New Jersey Health Care Facilities Financing Authority ("NJHCFFA") are expected to perform tasks as assigned by NJHCFFA supervisory/management personnel, regardless of job title or routine job duties.****