

RIVERVIEW

Administrative Officer Job Description

This position should continue over several years with the primary goal of providing continuity from one administration to the next. Secondary responsibility is for communicating printed notices to the residents.

1. Maintain notebook of job descriptions of elected and appointed officers.
2. Help orientation of new officers and remind of duties which need to be accomplished on a timely basis.
3. Duplicate and distribute official notices of meetings (including minutes, proxies, etc.) in a timely manner, also other official notices of benefit to the neighborhood.
4. Be responsible for seeing that gift is purchased for outgoing President each year.