

## DISTRICT POSITION DESCRIPTION

**POSITION CLASSIFICATION** – Administrative Assistant

**APPOINTMENT STATUS** - Regular-Full-Time

**POSITION CATEGORY** - Administrative Exempt or Non-Exempt

**GENERAL RESPONSIBILITIES** - The Administrative Assistant is responsible for general office functions including policy and governing board meetings, purchasing, computer operations, publications, maintenance and equipment. The Administrative Assistant may also be expected to compose letters or do other original work in support of the Executive Director; organize and maintain a central filing system; and understand and perform some fiscal management and bookkeeping duties as backup to fiscal operations; and operate common office equipment such as computer, fax machine, calculators, copy machines, telephone systems, etc.

### CHARACTERISTIC DUTIES

1. Maintain and order office supplies.
2. Receive, open and distribute incoming mail.
3. Prepare and deliver outgoing mail.
4. Prepare daily bank deposits and report to Fiscal Officer.
5. Prepare correspondence, reports, minutes, grant applications and other documents in support of Executive Director and professional staff.
6. Maintain central filing system.
7. Plan and organize monthly meetings of the Board of Directors.
8. Plan and organize semi-annual meetings of the Council of Officials.
9. Take and prepare minutes of Board of Directors' and Council of Officials' meetings.
10. Oversee general office functions including office cleaning, equipment maintenance, etc.
11. Prepare regular mailings to membership as well as special mailings.
12. Update and maintain all mailing lists.
13. Answer telephone; greet and assist visitors.
14. Learn/utilize specialized computer programs such as digital camera photo processing programs.
15. Create spreadsheets and graphs for special projects.
16. Handle assignments of a confidential manner from the Executive Director.
17. Assist with fiscal operations as requested by the Fiscal Officer.
18. Other related duties as required.

**SUPERVISION** - The Administrative Assistant shall work under the supervision and direction of Management and be expected to complete assigned projects independently or with minimal supervision.

**QUALIFICATIONS** - The Administrative Assistant should have an Associate Degree or experience in a related field. Persons in this position must be proficient in English, spelling, and the operation of general office equipment, particularly computer systems. This includes proficiency in computer software (word processing, database, spreadsheet and communications).