



Position Description

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|-------------------------------------------|-----------------------------|----------------|
| Title: Executive Administrative Assistant | | |
| FLSA Class: Non-Exempt | EEO Category: Admin Support | WC Class: 8861 |
| Job Title #1000252 | Salary Grade: | |
| Date Approved: April 20, 2017 | | |
| Revision Date: | Revision: | |

Purpose of Position

Provide administrative and secretarial support to Executive Leadership Team member. Works independently, exercises initiative and judgment on a regular basis.

Major Duties (*Essential Element)

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This position serves visitors and clients by greeting, welcoming and directing them appropriately to agency staff or services. Maintains security and provides clerical support. Performs general office duties, maintains and update files and operates the agency switchboard (applies to the switchboard position). This position provides clerical support to area staff and assistance in crisis. External contacts include general public for routing calls, taking messages, and directing visitors.

Major Duties (*Essential Element)

- Welcomes visitors and clients by greeting them in person or on the telephone answering or referring inquiries.*
- Directs visitors by maintaining staff and program directories, frequently asked questions or assists with problem solving*
- Maintains security by following procedures for login and badges*
- Receives and distributes all mail and packages for campus*
- Coordinates the pick-up and delivery of express mail services (FedEx, UPS etc.)*
- May maintain supplies for staff as well as phone directories
- Maintains schedules for all conference rooms on the campus*
- May conduct report writing as well as postage and mail depending on location
- Establish, maintains and when necessary revises executive's files

- Screens calls and visitors, ascertaining who can be redirected to subordinate management. Provides information to callers, including board members and key external stakeholders, which require comprehensive knowledge of agency policies, practices and operations.*
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents*
- Attend meetings and prepares minutes
- Maintains executive's calendar, regularly arranging meetings, conferences and appointments. Schedule and confirm appointments for clients or supervisors. Arranges hotel and travel accommodations*
- Prepare and process executive expense reports*
- Process and approve payroll for executive's direct reports*
- Prepare Purchase Orders and process invoices for payment
- Opens and reviews mail directed at executive. Composes responses to routine inquiries, delegates to subordinate managers and forwards as appropriate.*
- Follow up on all assignments delegated to subordinate managers as to status, completion, etc.*
- Creates, maintains and enters information into databases
- Make trips to stores to purchase necessary items for department or program
- Handle and maintain confidential and non-routine and information*
- Draft written responses or replies by phone or email when necessary
- Prepare documents from rough drafts, editing grammar, punctuation or spelling, as needed
- Design and type general correspondence, memoranda, charts, tables, graphs
- Proofread for spelling, grammar and layout, making appropriate changes*

Working Conditions

Office environment. Lighting and temperature adequate. Some exposure to noise.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Qualifications

- Strong customer service focus.
- Excellent time management and oral communication skills
- Problem solving abilities to assist visitors and clients get to the correct staff member or program service.
- Proficient in use of a computer, Word processing, communication, typing, and general office skills
- Ability to work as part of a team and to maintain a positive, professional helping role
- Current, valid driver's license and meet Great Circle requirement for driver's insurance

Required Education and Experience

- HS diploma or GED
- Two years of administrative experience

Preferred Education and Experience

- Bachelor's Degree
- Experience working in a trauma informed organization

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: _____ Date: _____

Employee signature: _____