

**Administrative Assistant Position Description**

**Reports to: Executive Director**

**Office Location: Emporia**

**Date Prepared: 7/14/15**

**FLSA Category: Non-Exempt (hourly)**

**Primary Objectives of Position:** The Administrative Assistant will be responsible for providing general administrative and clerical support to ensure efficient operation of the Administrative office. You will support the Executive Director and the management team through a variety of tasks related to organization and communication. The Administrative Assistant works under the direct supervision of the Executive Director.

**Essential Job Functions:**

**Provide Board Support**

* With the Executive Director, prepare meeting agendas and supporting material for distribution.
* Ensure the timely distribution of material to the Board.
* Support the Board with meeting, travel and other arrangements.
* Draft minutes of Board meetings for review by the Executive Director.
* Create action list for management staff from board meetings.
* Maintain updated directories and directory information for all board members.
* Responsible for ensuring KOMA notification.

**Office Administration**

* Compose and/or prepare correspondence, memoranda, promotional materials, forms, newsletters, manuals, and reports using appropriate word processing, publishing and spreadsheet tools.
* Proofreads copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
* Perform basic statistical calculations on data for reports and presentations.
* Establishes, develops, maintains and updates filing system for the Administrative Office. Retrieves information from files when needed.
* Plan meetings and conference calls and arrange/coordinate meetings.
* Sorts and distributes mail. Drafts written responses or replies by phone or e-mail when necessary. Responds to regularly occurring requests for information.
* Tracks and maintains asset inventory.
* Updates Southeast KANSASWORKS website, social media and twitter account.
* Serve as backup support in the absence of the Fiscal/HR Manager for human resource and payroll processing. This may include payroll review/preparation, participant/manual vouchering, appointment papers and other requirements.
* Responsible for weekly/bi-weekly reconciliation of bank statements against required documents and other fiscal related duties as assigned.
* Compile and maintain information that may require web or library researching.
* Other duties as deemed necessary by supervisor.

**Job Location and Time Commitment:**

This position will have a principal office location in the Administrative Office in Emporia. Primary work will occur from this office, but the position could be required to travel within the 17-county area as needed. This position is a full-time, hourly position. This position is expected to work 40 hours per week. Generally does not require overtime hours. If overtime hours are required they will be based on the business needs of the organization and must have prior approval of the Executive Director. Employment is an at will employer-employee relationship.

**Job Qualifications and Experience:**

* Prefer Associates or Bachelor’s degree in business, accounting, finance, or related field or equivalent experience or technical/vocational certification in a related field.
* Experience working with the community, public and non-profit organizations and all levels of government preferred.
* Ability to prioritize projects and strong problem solving skills.
* Attention to detail and high level of accuracy.
* Strong research skills.
* Ability to relate effectively with people with a high level of integrity.
* Excellent oral and written communication skills.
* Strong analytic ability and technical competency.
* Must possess a general PC proficiency and strong skills in MS Word, Excel and PowerPoint.
* Must have a valid driver’s license and valid automobile insurance.

**The ideal candidate will demonstrate the following capabilities**:

* Commitment to the mission of the organization and dedicated to going the extra mile.
* Flexibility to adjust priorities based on the needs of the organization.
* Highly organized and detail oriented with excellent time management skills.
* Ability to assess, build and manage relationships both internal and external.
* Proactive problem solving capabilities.
* Outstanding interpersonal skills.
* Evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience and judgment.
* Ability to work in a fast paced environment and juggle many responsibilities at once.
* Ability to operate both independently and hands-on with the flexibility to be part of a team.
* A track record of embracing challenges and the ability to act and react as necessary, even if limited information is available.
* Ability to work effectively with private sector representatives and community organizations.
* Ability to work well with other staff and Board members.

I understand the job duties as described above and accept this position and duties.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature Date Received/Reviewed**