

## **Administrative Assistant I**

### **OVERALL OBJECTIVE OF JOB**

The incumbent of this position serves as the lead administrative/clerical support person, providing primary support to the Chief Executive Officer as well as to other senior level staff persons as needed/scheduled.

### **ESSENTIAL FUNCTIONS OF JOB**

- Provides supervision and oversight to administrative support positions of the agency, including work assignments and delegation of tasks from other individuals. This includes coordination and communication to administrative support staff associated with all the varying departments, as well as balancing work assignments and assuring accountability, and quality.
- Approves time sheets and utilization of benefit time in such a way that adequate coverage for reception areas is always available.
- Provides preparation for and organization of the governing board meetings, including but not limited to lunch preparation/arrangement, calendar-keeping, reminders, and confidential minutes.
- Responsible to provide coordination duties to the scheduling, setup, and confirmation to all D&A/DDAP trainings associated with the BHC and its system.
- Performs a variety of primarily complex administrative support work. This may include but not be limited to:
  - Proficient minute-taking and transcribing of minutes for administrative-related meetings
  - Preparation of administrative documents which may include contracts, personnel records, letters and other communications.
  - Checking employment references and scheduling interviews, as needed.
- Maintains responsibility for a comprehensive filing system that will assure the compilation of, as well as reference to, documents and correspondence related to agency business.
- Maintains, in the strictest confidence, all information privileged to through exposure as it pertains to the administration and delivery of services of the BHC.
- Provides phone coverage as needed in the absence of adequate staffing.
- Coordinates agency functions as needed (example, staff Christmas luncheon)

All of the above related responsibilities will be performed with the highest regard and consideration of the employee as it relates to:

- Polished, professional presence;
- Sound interpersonal skills with staff and others;
- Punctuality and timeliness to meeting deadlines and administrative expectations;
- Thoroughness and accuracy to tasks completed;
- Continued creativity/initiative demonstrated.

#### OTHER DUTIES OF THE JOB

- Will encounter confidential information, is responsible for adhering to all agency confidentiality policies, and must maintain strict consumer confidentiality as defined by state and federal law.
- Attends meetings, training and staffing as required.
- Performs other job-related duties as required and/or assigned.

#### SUPERVISION RECEIVED

The incumbent of this position reports directly to the Chief Executive Officer and will receive ongoing individual supervision related to work duties and responsibilities.

#### SUPERVISION GIVEN

This position will provide supervision to assigned clerical staff through individual and/or group meetings on an ongoing basis or as needed.

#### QUALIFICATIONS: EDUCATION/TRAINING/WORK EXPERIENCE

Two or four-year degree in a business related curriculum is preferred;

Or

An equivalent combination of experience and training will be considered.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
- Must possess effective communication and interpersonal skills.

- Must possess initiative and problem solving skills, including the ability to plan and critically think through resolution of issues with some independence.
- Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
- Must possess ability to maintain confidentiality in regard to agency-related business and consumer information and records.
- Must possess the technical knowledge of operating personal computers and other office equipment.
- Must be familiar and proficient with Microsoft Word.
- Must be familiar with Microsoft Excel and PowerPoint and have the capacity to learn how to become proficient, if needed.
- Must possess a valid driver's license and a willingness to travel as needed.
- Must possess ability to plan and organize work and prepare adequate records and reports.
- Must possess ability to practice organizational and stress management skills and to practice use of good judgment.

Competitive salary with excellent fringe benefits provided, commensurate with experience and education of the candidate.

Interested candidates may download the application packet from our website or call for an application by contacting the Mercer County BHC office at 724-662-1550.

**Applications must be received at this office by 4:30 p.m. Friday, July 20, 2018.**

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