

Job Description

Title: Administrative Assistant I
FLSA Status: Non - Exempt

Department: Quality Initiatives
Reports to: Senior Director

Job Summary:

The Administrative Assistant serves in a support capacity and may independently handle a variety of situations involving administrative functions.

Essential Duties and Responsibilities:

- Composes and types correspondence relating to Quality Initiatives (QI) operations
- Performs input and maintains WELS data base and other data bases if necessary
- Maintains QI hotline, and routes phone calls to the appropriate team member when appropriate
- Maintains records and files in accordance with applicable statutes
- Arranges meetings, travel and appointments for support area including room arrangement
- Orders office supplies, coordinates travel and prepares local mileage and travel reimbursement
- Assesses the urgency and importance of issues and takes appropriate action
- Ensures, in Senior Director's absence, assigned tasks are completed in a timely manner
- Provides administrative support services to QI
- Acts as liaison between Senior Director and ELC staff and programs
- Serves as a representative in creating and maintaining positive relationships within the ELC and in the community
- Coordinates special projects and event planning
- Monitors status of projects and takes action, refers important matters to Senior Director or staff to ensure timeliness
- Transcribes and edits meeting minutes
- Maintains Scorecards with the assistance of Project Manager
- Prepares or assists in the preparation of reports including but not limited to excel and powerpoint
- Acts as liaison to assist with coordinating special projects
- Provides a variety of supportive services as directed by supervisor
- Acts as a role model for QI within the agency and in the community
- Performs related duties as required

Skills and Abilities:

- Accountability
- initiative
- Excellent interpersonal skills
- Oral and written communication
- Ability to work effectively with a diverse population
- Ability to research a variety of topics
- Analytical thinking and creative problem solving skills for visual information design
- Ability to learn and integrate new tools and technologies
- Adheres to program schedules and deadlines
- Bilingual (English / Spanish)

Computer Equipment and Software Requirements:

- Microsoft Office Suite (must be proficient in Word, Excel, PowerPoint, and Outlook)

Experience and Training:

- High School or equivalent
- Minimum of two years of office experience including office computer equipment software proficiency
- Training, education and/or experience may be substituted for certain minimum qualifications

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.

Employee Signature

Date

Supervisor

Date