

Position Title: Administrative Assistant

Reports to: Fiscal Director

Pay Range: \$12.42-\$17.60

Supervises: None

Schedule: Full-Time. Monday – Friday 8:00- 4:30p.m.

Classification: Non-Exempt

Summary

Provides administrative and program delivery support; performs clerical, data entry and reception duties, including handling routine correspondence, answering and routing telephone and email, greeting, directing and providing information to visitors.

Duties and Responsibilities/Essential Functions

Develop a good working knowledge of agency mission, vision and philosophy.

Provide daily administrative support, including sending faxes, making copies, entering data into spreadsheets or databases.

Provide coverage of reception desk and communication systems (telephone, mail, email, and calendars), ensuring the customers are responded to in a timely and appropriate manner.

Provide information and resources to potential program participants on the variety of programs we administer.

Collect and review program application and documentation for completeness and route to the appropriate department.

Perform data entry in a computerized client data system daily. Verify accuracy of entry through various reports and data check utilities.

Maintain a good working relationship with co-workers and other organizations relevant to the organization's mission.

Attend required meetings, training, seminars, and conferences as needed/required to enhance expertise and professionalism in agency activities as scheduled by supervisor and/or funding source, outside agencies, etc. to fulfill job/project(s) requirements.

Must be responsible and able to handle confidential material and information, organize effectively, and work independently.

Provide leadership in the day to day operation of the local food shelf.

Order, receive, and stock food and household item for the food shelf.

Prepare monthly reports for various programs and services.

Order building and office supplies using a form of cost analysis in selecting the item(s) to purchase and abiding by the agency's procurement policy.

Record all receipts in cash receipts log and endorse check with stamp. Prepare a receipt for payee.

Cancel vouchers and disburse all checks for agency following the financial policies and procedures.

Pick up morning mail, date stamp and distribute to office members and meter the outgoing mail and take it to the post office at the end of the day.

Prepare monthly usage reports for the copiers and postage meter.

Work with families representing different cultures using a culturally competent and flexible approach.

Perform all other duties as assigned by Supervisor and/or Director.

Supervisory Responsibilities

None

Education and Experience

High School Diploma or GED

2 or more years of office experience – Administrative assistant or receptionist field preferred

Ability to work with the public

Working knowledge of modern office communication systems: e-mail, voice mail, computer systems, and ability to operate various office equipment such as fax, copy machine and calculator.

Thorough knowledge of Microsoft Office applications

Key Competencies

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are comprehensive of the knowledge, skill and/or ability required:

Effectively organize, prioritize, solve problems and handle multiple tasks while maintaining high quality of work and meeting deadlines.

Work independently, with minimal supervision, as well as work within a team environment. Demonstrates teamwork by cooperating with and assisting co-workers as needed.

Experience in maintaining detailed records on a computer system and handwritten documents.

Demonstrated computer proficiency with necessary software.

Make decisions and act based on ICCC code of conduct principles and the Community Action Code of Ethics. A positive ambassador of ICCC and its mission as you represent the agency by your actions and by your spoken and unspoken words.

Work under pressure, in stressful situations and with frequent interruptions.

Contribute to and participate in strategic planning, program self-assessment and other efforts to improve program services and agency responsiveness.

Ability to respond competently and positively to the culture, traditions, lifestyles, language and values of each individual, family and community.

Displays a positive, professional and respectful demeanor at all times toward employees, peers, professional contacts and clients served.

Good communication skills; verbal and written, technical and non-technical.

Ability to maintain the integrity of confidential employment, client, and business information.

Subject to a criminal background check, the results of which are acceptable to the Agency.

Proof of valid driver's license and current vehicle insurance coverage.

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 occasionally required to stand; walk; sit; use hands, fingers, handle, or feel; reach with hands and arms; and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus.

Work Environment

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgement

This job description describes the general nature and level of work performed by an employee assigned to the role. It does not imply that these are the only duties and responsibilities to the job. The employee may be required to perform other duties as requested by the Supervisor/Director. All requirements are subject to change over time.

Signature

Date

I acknowledge that this job description is neither an employment contract nor a legal document and does not alter the employment at-will status. I have received, read, and understand the expectations for the successful performance of this job.

Signature

Date