

Administrative Assistant: Job Description

Essential Functions

The Administrative Assistant manages the office space, drafts minutes, performs research, prepares reports and maintains records. Must be detail oriented.

Specific Duties

Office Management (60%)

- Manage front desk including communications regarding office hours, etc. Provide five-day-a-week office hours. For example, 9:00 a.m. until 12:00 p.m., Monday through Friday.
- Take phone calls and return messages.
- Pick up mail and respond to mail as needed.
- Take Board meeting minutes. The Board meets up to two times per month. When the Board meets, the position's hours are to be adjusted to attend the entire meeting; generally, five hours per meeting.
- Communicate to Board Members efficiently.
- Manage the website to ensure the information is up to date and informative.
- Maintain a District calendar and schedule.
- Draft agendas.
- Prepare reports and presentations as needed.
- Assemble board meeting packets, progress reports and appropriation binders and distribute.
- Meeting set up – Board, local leaders and Town Hall including organization, advertising, facilitation, sustenance, and clean up, etc.
- Video conferencing management and troubleshooting.
- Follow up on items discussed at meetings.
- Facilitate even-year District elections.
- Draft newsletter and manage production.
- Organize electronic filing for important and confidential District documents.
- Monitor office supply levels and reorder as necessary. Ensure within budget.
- Manage the office space, equipment, etc.
- Clean office, change light bulbs, troubleshoot as needed.
- Facilitate office renovations, internal and external staff transition coordination, etc. as needed.
- Special projects and other priorities.
- Assist the senior staff as needed.

Bookkeeping (30%)

- Review appropriation payment requests to contracts.
- Determine if acceptable documents provided for payment request.
- Evaluate payment request discrepancies.
- Manage follow up content from applicants.
- Fact check reallocations throughout the year.
- Update payment request forms.
- Facilitate fund transfers.
- Special projects related to investment opportunities and other priorities.
- Tag and monitor local bank rates.
- Update bonding capacity.
- Create and troubleshoot balance sheet and profit and loss reports.
- Assemble information for and manage the annual office audit.
- Maintain an orderly accounting filing system.
- Maintain the petty cash fund.

- Prepare reports as needed.

Human Resources (5%)

- Communicate and troubleshoot with the bookkeeper relating to staff payroll items.
- Liability and Directors and Officers Insurance research and proposals.

Other (5%)

- Other duties as necessary.

Compensation

This is a 15-20 hour per week part time position, total hours per week negotiable at hire. Wage range for the position is \$15.00 - \$18.00 per hour. Position includes vacation leave and education, training and professional growth opportunities.