

ADMINISTRATIVE ASSISTANT

BASIC FUNCTION

The Administrative Assistant maintains the general office operations for Scott County Kids, performs administrative and complex clerical duties to help support the Scott County Kids Staff as well as Scott County Early Childhood Iowa and Eastern Iowa Decategorization Service Area Board Members. Exercises considerable judgement and discretion in daily contacts with Board members, department heads and the public. The Administrative Assistant is expected to maintain a working knowledge of the projects and programs of Decategorization and Early Childhood Iowa in order to facilitate the duties of the Scott County KIDS Staff.

GRADE & PAY STATUS

Grade 2; salaried; non-exempt.

ORGANIZATION RELATIONSHIPS

- A. Line
 - 1. Responsible to the Program Coordinators for successful performance of assigned duties.
- A. Staff
 - 1. Works closely and proactively with all associates to assure the successful performance of assigned duties and responsibilities.

SPECIFIC DUTIES AND RESPONSIBILITIES

- A. Create and edit correspondence, reports and documents as needed to support Scott County Kids projects.
- B. Responsible for abiding by and implementing the Accountable Government Act.
- C. Maintains logical and accurate filing system for Early Childhood Iowa and Decategorization Project documents.
- D. Receptionist duties include answering in-coming calls and greeting visitors, providing information and directing callers to proper destination; links families to community services when they call Scott County Kids; maintain effective contact with Board members regarding meetings and business issues; open and route incoming mail; and preparation of large mailings.
- E. Orient new staff members and interns to the office procedures and protocols.
- F. Maintains inventory of supplies and replenishes as needed.

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- G. Maintains office space; ensure cleanliness, organization of storage areas and organization of supplies.
- H. Submits financial documents, timesheets, and other miscellaneous documents to Bi-State Regional Commission in a timely manner.
- I. Opens, dates, and distributes incoming mail/packages and prepares any outgoing mail.
- J. Manages the Scott County Kids website and social media site.
- K. Provide support to the Program Coordinators for scheduling, securing speakers, media coordination and all other aspects to ensure successful planning for conference or trainings.
- L. Maintains schedule of Decategorization Board meetings, secure facilities, assist in setting agenda, send meeting notices, and take minutes.
- M. Preparing and publication of all Early Childhood Iowa and Decategorization meeting notices, minutes, and agendas.
- N. Monitor printed minutes in various public media outlets.
- O. Obtains signatures on checks and other documents from Board members as needed.
- P. Facilitates effective Board meeting including ordering supplies, preparing the room, and greeting guests.
- Q. Communicates with Scott County Facilities for large volumes of copying for various projects.
- R. Organize and compile large amounts of printed materials for conferences, trainings, and board meetings.
- S. Runs errands as needed.
- T. Ensure Scott County Kids resource guides are up to date when requested.
- U. Ensure proper functioning of office equipment; work directly with Office Machine Consultants to provide quarterly billing information and request maintenance visits as needed.
- V. Manage receipts for credit card bills and other Scott County Kids purchasing accounts.
- W. Communicate with Bi-State Regional Commission to retrieve financial information, time sensitive information/reports as needed.
- X. Communicate with Bi-State Regional Commission to provide financial information, budgets, timesheets, and time sensitive information/reports as needed.

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- Y. Communicate with contractors to retrieve information, reports, clarification, and billings when necessary.
- Z. Book travel plans, such as; hotel, rental car, reservations and conference registrations for staff, board members or partners of the agency as needed.
- AA. Other duties as assigned necessary to meet the overall goals and objectives of Scott County Kids.

METHODS OF ACCOUNTABILITY

- A. Through accurate, professional, and error-free project documents/presentations.
- B. Through timely response and follow-through on projects.
- C. Through dedication and commitment to Scott County Kids.
- D. Through compliance with Scott County kids' policies, procedures, and expectations.
- E. Through input from Board members regarding services provided throughout the year for annual review.

STANDARDS OF PERFORMANCE

Individual Proficiencies:

- A. General office procedure knowledge.
- B. Typing or keyboarding skills of 55 words per minute.
- C. Strong knowledge of and skills with word processing software.
- D. Knowledge and skills with computer applications such as database, spreadsheet, desktop publishing, and accounting, as applicable.
- E. Ability to work in an environment with frequent interruptions.
- F. Strong verbal and written skills for effective internal and external communication.
- G. Maintains good interpersonal relationships which encourage openness, candor and trust, both internally and outside Scott County Kids.

Job Performance:

- A. Timeliness, adequacy and accuracy of completed assigned work.

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- B. Overall accuracy and condition of records and files.
- C. Proper maintenance of confidential information.
- D. Ability to organize and prioritize work.
- E. Acceptance of personal inconvenience for attainment of Project goals.
- F. Work independently on tasks provided by the Program Coordinators.

MENTAL AND PHYSICAL REQUIREMENTS

- A. Ability to multitask in a disruptive office environment.
- B. Ability to perform assigned duties with frequent interruptions.
- C. Ability to meet deadlines under pressure.
- D. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- E. Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- F. Ability to drive an automobile for Project-related activities.
- G. Ability to operate necessary computer software, hardware and equipment.
- H. Ability to work in a seated position for extended periods of time.
- I. Ability to maintain a high level of visual attention during computer usage.
- J. May be required to lift up to 30 pounds at times.
- K. May also be required to reach, kneel, carry, and grip objects intermittently during the course of work.

WORKING ENVIRONMENT AND CONDITIONS

- A. Performs daily duties in a well-ventilated, well-lighted and temperature-controlled office environment. Noise level is at a minimum.
- B. While performing the duties of this job, the employee is minimally exposed to the risk of electric shock.

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- C. Required to travel throughout the Eastern Iowa Service Area for Decategorization Board meetings and sponsored trainings.

EDUCATION, TRAINING, AND EXPERIENCE

- A. Requires a high school diploma or equivalent GED and one to two years related work experience.
- B. Requires valid driver's license.

EQUIPMENT AND TOOLS

- General Office Equipment
- Telephone
- Personal Computer
- Printer
- Copier
- Calculator
- Fax Machine
- Scanner