



Job Description

Job Title: Administrative Assistant
Employment Type: Regular
Salary Range (DOQ): \$22.48 - \$27.32 per hour
Hours: FT – 40 hour/week
FLSA Status: Non-Exempt
Approved By: Julie Fetherston
Approved Date: 01/20/2021

Summary

The Administrative Assistant provides support services to FIRST 5 Mendocino. They provide administrative support to the Executive Director and the Commission in its mission to support the healthy development of young children.

The Administrative Assistant (AA) performs a wide variety of complex and highly responsible secretarial, communications and administrative duties; prepare and/or monitor contracts and related documents; and perform related duties as assigned. The AA assembles and analyzes information and data and uses independent judgment in completing activities and operates under general supervision. The AA arranges meeting logistics and maintains files and databases. they may supervise one or more clerical assistances or interns and coordinates administrative work for other professionals in the office.

Representative responsibilities of the Administrative Assistant include, but may not be limited to:

- Works and communicates effectively with Commission staff, members, grantees, and partners;
- Maintains accurate scheduling, records, contracts, grant documents and databases;
- Organizes meetings and events including logistics and materials;
- Oversees office set-up and activities to ensure staff efficiency, supervise clerical staff, volunteers and/or interns;
- Possible occasional child supervision in support of parenting classes.

Minimum Qualifications:

- Strong organizational and prioritization skills;
- Consistent and professional work demeanor;
- Works effectively under pressure and can handle multiple assignments and interruptions;
- Enjoys new projects and takes initiative while maintaining regular work routines and production;
- Experience in a professional office environment. At least intermediate knowledge of Word and familiarity with all other Microsoft Office Suite Programs;
- Bilingual in Spanish preferred.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Relieve the Executive Director of complex, routine administrative and technical duties including manager their calendar, schedules and email; anticipate needs of the Executive Director depending on their current priorities;
- Coordinate and organize meetings and workshops in accordance with The Brown Act, prepare required materials, and make conference arrangements;
- Assist in developing agendas, preparing and finalizing draft minutes; and track and respond to action plans developed at meetings as necessary;
- Screen mail and news media, calling attention to that which requires immediate action, and independently compose replies;
- Prepare a variety of communicative subject matter that may include privileged and highly sensitive material;
- Maintain official records and legal documents;
- Oversees various portions of contracts as directed by the Executive Director;
- Receive visitors, respond to inquiries regarding the agency's activities or procedures, and direct complaints and concerns to the appropriate staff member and/or manager;
- Prepare memoranda, letters, reports, handbooks, newsletters, and other correspondence;
- Represent FIRST 5 Mendocino at meetings, activities, and events as needed;
- Ensure that the office space is well-maintained and organized;
- Drive own vehicle to various sites to conduct work; and perform related duties as assigned.

Qualification

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- A minimum of one (1) years of increasingly responsible experience in business administration at a supervisory or management level; or
- Associate of Arts Degree or advanced degree in the area of management or office administration or related field and/or experience in the charitable foundations, grant management, or human service is desirable; or
- A combination of education and experience would likely provide the qualifying knowledge and abilities.

Language Skills

- Ability to read and interpret documents.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before the Commission, staff and clients.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out complex instructions furnished in written, oral, or diagram form.

Computer Skills

- Type a minimum of 35 WPM;
- Utilize a variety of computer programs and coordinate trainings regarding the use of the countywide network and other technologies that support job skills.
- At least intermediate knowledge of Word and familiarity with all other Microsoft Office Suite Programs.

Certificates, Licenses, Registrations

- Pass the fingerprint/Dept. of Justice background requirements
- Possess or obtain upon employment, a valid California Driver License with a clean driving record;
- Provide and maintain proof of automobile insurance;

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 regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here 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.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is quiet to moderate depending on the days activities.