

JOB SPECIFICATIONS

JOB TITLE:	Administrative Assistant
REPORTS TO:	OCYF Director
SUPERVISES:	None
SALARY RANGE:	\$29, 120 - \$38,147 annually

SUMMARY OF JOB: The Administrative Assistant provides administrative and clerical support for the OCYF Leadership staff (Director, Deputy Directors). He/she is responsible for greeting guests, answering phone calls, creating and submitting payment requisitions to the Director and general office management.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Provide clerical support for leadership team including typing documents and/or sending notes, emails or letters
- Take meeting notes and transcribe meeting minutes
- Create minutes, manuals, rosters, and miscellaneous documents, as requested.
- Facilitate all activities needed to set up for meetings including scheduling meeting space, setting up refreshments, ensuring agenda and needed documents are printed and available, etc
- Assist in the development and production of various documents, flyers, parent handbook, training material and Policy Council Handbook.
- Be a resource to OCYF staff needing assistance operating office machines (phones, copiers, fax machine, etc)
- Accurately complete payment requisitions and submit to OCYF Director for approval
- Answer phone and make appropriate referrals for assistance
- Open, date stamp and distribute mail daily.
- Attend job-related meetings and trainings as needed.
- Maintain a stocked supply closet with resources needed by center staff
- Ensure copier is stocked with paper daily
- Protect confidentiality of data and information
- Perform other duties as assigned.

REQUIRED SKILLS AND ABILITIES:

- Strong computer literacy using Windows, Microsoft Office, Excel, Internet and email.
- Strong communication skills both written and verbal.
- Excellent editing skills
- Must have excellent organizational skills and proven ability to work within prescribed timelines.

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- Must be punctual.
- Ability to prioritize, organize, problem solve and effectively handle multiple tasks.
- Ability to accurately transcribe verbal communications to written format.
- Ability to communicate and work with diverse families and professionals.
- Ability to exercise discretion in handling confidential information and materials.
- Ability to communicate and respond in a manner that consistently demonstrates respect and concern.

EDUCATIONAL AND WORK EXPERIENCE REQUIREMENTS:

High School diploma or GED, Associates or College Degree preferred. Good knowledge of business English, spelling and punctuation. Thorough knowledge of general office/administrative practices generally gained through three years of progressive administrative experience.

Criminal background clearance and a physical examination and TB test are required as condition of initial employment and continued employment.