



JOB DESCRIPTION

DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

Job Description Title: Administrative Assistant	Department/Program: Clerical
Reports To (Title): Chief Executive Officer	FLSA Status: Non-Exempt
Supervisory Position: No	Position Status: Full-Time
Prepared By: Human Resources	Revision Date: June 2023

JOB SUMMARY

Under the supervision of the Chief Executive Officer and in accordance with the direction and mission of District 7 HRDC, the Administrative Assistant is delegated the responsibility for providing support to the upper management of HRDC and will perform administrative duties to relieve the CEO and members of the Executive Team of clerical work and minor administrative and business detail. The incumbent will possess broad experience, skill and knowledge of organization policies and practices; the ability to exercise considerable discretion in dealing with highly sensitive material and information; independent judgment, tact and diplomacy when making decisions and interacting with associates, clients, Board of Directors, and others. Must be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response. Strong organizational, time management and presentation skills and the ability to work independently are necessary.

MISSION OF THE ORGANIZATION

Through its mission, HRDC-7 empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC-7 activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.

- 3) People with low incomes are engaged and active in building opportunities in communities.

ESSENTIAL DUTIES

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

- Manage the CEO's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel. Coordinate with vendors to secure corporate rates on hotels and conference centers. Prepare agendas, reserve and prepare facilities, and record and transcribe minutes of meetings.
- Bolster on-going communication with CEO and other employees to ensure cohesiveness within the agency.
- Maintain strict confidentiality in regards to all agency matters.
- Locate and attach appropriate file to correspondence to be answered by CEO or other related parties. Prepare outgoing mail and correspondence, including e-mail and faxes.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Provide agency support at clerical desk during high traffic times.
- Prepare responses to correspondence containing routine inquiries.
- Prepare Board Packets and communications. Attend Board Meetings; take, transcribe and maintain minutes of Board of Trustees and Business Committee meetings, as well as assigned staff team meetings.
- Maintain agency key inventory for buildings and agency vehicles. Checkout and/or assign keys to agency staff as appropriate.
- Prepare reports. Conduct research; compile and generate statistical reports. Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Assist HR Manager and other Executive staff in miscellaneous duties as assigned.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Act as the Lead for special projects to include: planning and coordinating time lines, dissemination of information and organizing company-wide events.
- Provide clerical support to other departments.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees, and boards of directors.
- Coordinate and direct office services including: purchasing, leasing and maintenance agreements of office equipment and supplies; develop and maintain calendar of licensing, MOU's, etc.; ensure accuracy in service contracts and invoicing; determine office purchasing needs; review and recommend the purchasing process of all office supplies, equipment and furniture.
- Supervise and lead subordinate staff [and volunteers] in a fair and productive manner in accordance with the agency's policies, and applicable state and federal laws.
- Compile, transcribe, and distribute minutes of meetings.
- Review operating practices and procedures to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditures.
- Resolve employee conflicts and client grievances according to established policy and procedures.

- Complete special projects as assigned. Be flexible in assuming new duties and perform other duties assigned and determined to be productive and efficient for the continuing improvement of the agency.

Additional Knowledge, Skills and Abilities:

- Experience in administrative writing, reporting and scheduling.
 - Ability to type accurately; proficiency with computer applications and knowledge of Microsoft Office and database programs; use a calculator and answer the telephone.
 - Strong organizational, time management and presentation skills and the ability to work independently.
 - Possess problem solving skills, leadership skills, and be able to foster interpersonal relationships.
 - Must have the ability to write reports, business correspondence and effectively present information and respond to questions from groups of employees, managers, and directors.
 - Familiarity with state and agency codes is helpful.
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- Effectively **communicates** on all platforms.
 - Demonstrates **dependability** and **punctuality**.
 - Adheres to a consistent work schedule.
 - Demonstrates **professionalism** in the workplace.
 - Maintains professional boundaries with participants;
 - Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.
 - Demonstrates positive and appropriate interactions with coworkers and management.
 - Contributes to a harmonious and productive work environment.
 - Must be a team player to ensure overall program success.
 - Nurtures, builds, and mentors employees to build a cohesive team.
 - Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency.

MINIMUM QUALIFICATIONS**Education and Experience:**

Four year degree and a minimum of three year's administrative support experience; or equivalent combination of education and experience to fully meet the minimum requirements for the position.

Knowledge or previous experience working with Board of Directors desired.

Licenses and/or Certifications:

Must possess a valid Montana Driver’s License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

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.

Most work is in a normal office environment. The employee must occasionally move up to 25 pounds; be required to be in a stationary position; use a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; move about inside the office to access file cabinets, office machinery, etc. The position requires some standing, walking, use of hands, and to a greater degree to sit, talk or hear. The position requires close vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics are typical of that of an office setting.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

*I understand that **HRDC-7** reserves the right to revise or change this job description as the need arises.*

I have reviewed this job description and received a copy.

Employee Signature Date

Supervisor Signature: _____ Date: _____