

# Administrative Assistant

## POSITION INFORMATION

As stewards of Proposition 10 tobacco tax funding, First 5 Shasta pursues wise investment in programs, activities, and services that benefit children, ages 0-to-5, their families, and the community. Reporting to the Executive Director, the Administrative Assistant performs a variety of office and administrative support duties in a small office environment. The steady and diverse array of tasks accomplished by the Administrative Assistant is critical to daily operations and the achievement of First 5 Shasta's long-term Pathway Goals.

This posting is for a full-time (40 hours/week) position located in Redding, California with the following salary range:

- Hourly: \$15.19 - \$19.24
- Monthly: \$2,632.93 - \$3,334.93
- Annually: \$31,595.20 - \$40,019.20

Available benefits include:

- Paid Time Off
- 12 Paid Holidays
- Cafeteria Plan with Benefit Stipend
- Retirement

## EXAMPLES OF ESSENTIAL DUTIES

The following examples illustrate the work performed in this position. This list is not inclusive. A position may require related duties not listed, if necessary, to accomplish the work of the organization.

### **Office Support:**

- Exercises sound judgment, tact and courtesy in screening visitors and telephone calls; provides information or answers to inquiries or refers callers to appropriate source on own initiative.
- Uses a personal computer and a variety of office software applications including word processing, email, and file management. Creates or maintains files in Word, Excel, PowerPoint presentations and uses proprietary databases and Microsoft SharePoint to store and retrieve information.
- Operates a variety of contemporary office equipment, including a copier, scanner, projector, and multi-line phone system.
- Establishes, retrieves, and maintains numerous types of files and manual and electronic record systems requiring a knowledge of a variety of indexing methods.
- Serves as IT liaison between staff and outside technical support.
- Receive and process official documents and mail addressed to the office.
- Prepares requisitions, orders, notices, and financial records.
- Creates, revises and/or cancels travel arrangements;
- Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items.
- Performs a variety of general office support duties necessary for efficient office operation.

### **Program Support:**

- Provides support for Book Distribution program, including receiving, preparing and processing book orders, processing and labeling shipments as received, and managing inventory using appropriate software/systems.
- Provides support for Week of the Young Child, including participant correspondence, calendar and Paper Doll distribution, and grant book coordination.

### **Meeting/Facilities Support:**

- Responsible for maintenance of common spaces for appearance and functionality.
- Prepares meeting agenda from instructions and other submitted material; provides agendas and related information to staff and the public; prepares meeting minutes.
- Sets up meeting schedule and space, including necessary audiovisual equipment, materials, and food and beverages as needed.
- Supervises the maintenance and alteration of office areas and equipment, as well as layout, arrangement and housekeeping of office facilities.
- Coordinates facilities and logistics for outside events; provides on-site event support as needed
- Manages all office equipment and outside vendors; keeps stock of office supplies and orders new supplies when needed.
- Responsible for the facilities day-to-day operations. May serve as liaison with service and vendor personnel.

### **Director Support:**

- Maintains appointment schedules, revising as necessary to accommodate changing priorities; contacts others to arrange appointments or conferences; assembles correspondence, files and other materials in preparation for meetings.
- Receive and direct telephone calls and email messages and relay conversation and pertinent messages to others while maintaining accuracy, clarity and confidentiality.
- Composes correspondence, independently or with minimal direction, from rough draft, marginal notes, or verbal instructions.
- Assists with Commission, committee and collaborative communications.

### **TYPICAL QUALIFICATIONS**

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

- Knowledge of English grammar and usage, spelling, punctuation and vocabulary.
- Knowledge of modern office practices, procedures, and equipment, including office protocol and various filing procedures.
- Knowledge of standard business formats for correspondence, narrative reports and related materials.
- Knowledge of basic customer service standards and principles.
- Knowledge of or ability to quickly learn Microsoft SharePoint or other web-based document management and storage system.
- Ability to exercise sound judgment on a variety of matters guided by general instructions.
- Ability to perform complex clerical work and accurately type a wide variety of correspondence, forms, reports and minutes at a speed of not less than 45 words per minute.
- Ability to perform complex tasks using Microsoft Word, Excel, PowerPoint, Outlook and Adobe.

- Ability to enter and maintain fiscal information such as invoices, purchase orders, and expense reports.
- Ability to locate and retrieve information from a variety of sources and to compile the information following general directions.
- Ability to perform arithmetic computations accurately and to use a ten-key calculator with accuracy.
- Ability to deal with other employees and the public with tact and courtesy.
- Ability to take responsibility for daily tasks and special projects and to prioritize workload to address needs of multiple staff.

These employment standards are typically attained with three years of progressively responsible clerical experience in a related office environment. An Associate Degree is preferred. College or business school training may be substituted for up to one year of the required experience.

## **WORKING CONDITIONS**

### **Work Environment:**

Small office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. Noise level in the work environment is usually quiet to moderate. We are a drug free and tobacco free workplace.

### **Physical Demands:**

While performing the duties of this job, the employee is regularly required to talk or hear. Employee is frequently required to stand, walk, and use hands to finger, handle or feel objects, tools or controls. The employee is frequently required to sit at a computer monitor, reach with hands, arms and fingers. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch, or crawl. Employee must regularly lift and/or move up to 25 pounds.

## **SPECIAL REQUIREMENTS**

- Possession of a valid California driver's license
- The employee will be expected to use her/his own vehicle for travel within Shasta County.
- Proof of current automobile insurance coverage
- Willingness to be fingerprinted
- The employee may be required to work occasional evenings and weekends

## **APPLICATION & SELECTION PROCEDURES**

First 5 Shasta will accept resumes with all required attachments via email until 5:00 p.m. on Tuesday, April 25, 2017. Applications must include:

- Resume
- Cover Letter
- Responses to Required Supplemental Questions (below)
- Typing Certificate

Please submit the required documents formatted as a Word document or PDF to [Commission@first5shasta.org](mailto:Commission@first5shasta.org). Applications that are missing any of the required documents will not be considered complete and will not be reviewed. Applicants will be screened and those

considered best qualified will be invited to appear for an interview. Meeting the announced requirements does not guarantee inclusion into the selection process.

**REQUIRED SUPPLEMENTAL QUESTIONS**

1. Please state your total number of years of clerical experience and describe in detail how you meet the minimum requirement of at least three years of progressively responsible clerical experience in a related office environment.
2. Describe your multitasking experience and abilities, including a specific example of a situation where you have used these skills and abilities in a challenging workplace situation.
3. Describe your familiarity and skill with Microsoft Word, Excel, Outlook, and SharePoint.