

## Administrative Assistant

**REPORTS TO:** Executive Assistant

**FLSA STATUS:** Non-Exempt

**STATUS:** Full-Time, 52 weeks, 40 hours per week

**SAFETY SENSITIVE:** Yes

### **Job Summary:**

Responsible for providing clerical support in the day-to-day office operations for Administration Office and sites, including providing telephone/switchboard and front office desk coverage. Responsible for providing standard administrative, technical, or information that includes clerical support in the day-to-day office operations for Administration Office and sites, providing telephone/switchboard and front office desk coverage as well as supporting the purchasing needs of the agency. Organizing data and information that is used by others, including computing rapid and accurate mathematical computations, and verifying information within the Agency.

### **Essential Functions:**

The Administrative Assistant will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Administrative Assistant responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Administrative Assistant will demonstrate competency to perform essential functions that include:

1. Greet, assist and direct all visitors in a courteous manner.
2. Accurately receive and disseminate messages and faxes including confidential information.
3. Assists departments and sites with data entry, scanning, and daily office duties.
4. Assist with form formatting and development.
5. Assist departments with filing sensitive documentation and other duties as assigned.
6. Maintains and posts information on agency calendar, bulletin internal and external.
7. Maintains conference room scheduling for meetings.
8. Manages and maintains cleanliness of front office space; operates and keeps equipment operational by following manufacturer's instructions and established procedures.
9. Retrieves, forwards, and updates voicemail as needed, and transfers calls as appropriate.

10. Inventory, purchase, maintain and monitor office/cleaning supplies; (to include basement supplies and incentive items) maintain Safety Data Sheets (SDSs'), and stocking of first aid kits according to established protocol.
11. Responsible for copying & laminating for agency to include annual Start-Up
12. Certificates for years of services, agency occasion cards
13. Maintain and stock administration break room and restrooms.
14. Purchase items for agency in a manner that follows procurement policy and procedures.
15. Compute rapid and accurate mathematical computations with purchasing transactions.
16. Responsible for scheduling agency vehicle maintenance.
17. Process electronic requisitions checking for coding accuracy regarding program, region and department and ensuring proper approval levels.
18. Receive orders and opens agency mail.
19. Maintain confidentiality.
20. Keep procedures for purchasing and other duties updated in desk manual.
21. Attending meetings and training sessions as needed and requested.
22. Utilize virtual platforms for meetings and communications.

**Minimum Qualifications:**

1. High School Diploma/GED required. AA/AAS in Business Management or related field preferred. All education must be from an accredited institution.
2. Telephone/switchboard, front desk coverage, and clerical support required.
3. Advanced Computer, office, and clerical skills.
4. Arizona's driver's license, proof of insurance, fingerprint card, and Social Security card, and provide a vehicle for program business.
5. Health Questionnaire is required at hire and will be updated every 3 years.
6. Meet all agencies, state and federally required immunizations or have an approved exemption on file.
7. Employee must be able to read, write, and understand English.

**Knowledge, Skills, and Abilities:**

1. Experience is required to perform the essential functions of the job.
2. Ability to communicate with staff, co-workers, public, and vendors.
3. Ability to work in an office setting.
4. Demonstrate an understanding of the CPS reporting system, signs and symptoms of child abuse and neglect.
5. Knowledge of: Head Start Program Performance Standards

**Physical Requirements:**

Able to perform the following physical requirements of the position with or without

reasonable accommodation: critical sensory requirements include general vision, specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus, hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 10 lbs., and occasionally lift and/or move up to 50 pounds.

**Working Conditions:**

Work is performed in a classroom/office setting where minimal exposure to injury exists. The hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold, and poor ventilation.

**Acknowledgements:**

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

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Employee Signature

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Date