

	POSITION TITLE:	
	Senior Administrative Assistant	
Reports to: DIRECTOR OR ASSOCIATE DIRECTOR	Type of Position:	
Starting Salary Range: \$3,625- \$3,924/mo.	<input checked="" type="checkbox"/> Regular Full-Time	
Full Salary Range: \$3,625 - \$4,821/mo.	<input type="checkbox"/> Regular Part-Time	
FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Eligible	<input type="checkbox"/> Temporary	
POSITION SUMMARY:		
<p>The Senior Admin Assistant supports the work and complex activities generated by executive level staff of the organization with a significant amount of autonomy. Acting with minimal supervision the Senior Admin Assistant performs a broad range of assignments. They must possess advanced technical knowledge in specific functional areas related to office procedures, processes and specific software applications. They will have the ability to explain and interpret complex information; work independently and without specific instruction; and regularly exercise independent judgment when making decisions regarding matters related to the program areas in their responsibility. Under direction of the executive staff, they lead and complete activities related to the operations of the WDC Board of Directors and management of front office, including reception. In carrying out duties, the Senior AA position interfaces with senior executives and support staff in other external partner operations. The work requires high level of independent thinking, experienced judgement, maturity and ability to manage complex, interrelated activities in a busy office environment. This Senior AA takes initiative to accomplish activities through research and application of understanding and interpretation of related knowledge. Proactively looks at ways to support, improve and create efficiencies in their area of responsibility. May be assigned to functionally oversee or supervise and review work of other office assistants, interns or work experience participants.</p>		
POSITION DESCRIPTION:		
<p>The Senior Administrative Assistant will oversee the front office reception and assure all guests have an exceptional visitor experience. The position sets the standard for office protocol, environment and procedures. The Senior AA coordinates and supports organization wide activities and events. This position is the primary scheduling contact and executive support for the Chief Executive and as assigned, may assist with administrative tasks for other executive staff.</p> <p>Position is the CEO's primary administrative position for WDC Board of Director support, including meeting preparations, official meeting documentation, communication with Board Members, maintaining Board records and administrative support for Board level activities like training and tracking of initiatives.</p> <p>Senior Administrative Assistant, as directed:</p>		

SUPPORTS- complex activities that are needed in the oversight and management of regularly required activities of the organization; analysis for a variety of projects and reports; committees and task forces; general office functions; communications and public relations with partners
ORGANIZES- politically sensitive documents and prepares necessary communication; information and manages the information systems and data systems used by senior executives; front office functions for maximal customer experience
COORDINATES- internal activities and projects for CEO and other executives; general information exchange between organizational partners; travel arrangements, events and meetings; supplies and room schedules
REVIEWS & EVALUATES- office processes and procedures and makes recommendations to help create efficiencies and functionality; research and data gathering and analysis

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Provide administrative support for Chief Executive and other executive staff, including scheduling, expense reports and travel arrangements.
2. Provides administrative support to the Workforce Council and is a primary interface with Council Members, on behalf of the Chief Executive.
3. Leads the creation of a hospitable, organized and welcoming front office environment.
4. May support Board committees, task forces, meetings and events. Responsible for necessary preparations, minutes, communication and document creation for the purpose of ensuring these activities are well planned and operate smoothly.
5. Prepares a variety of written correspondence, tracking tools or reports.
6. Reviews documents for completion and accuracy and maintains necessary databases.
7. Completes forms, spreadsheets, reports and communication for a variety of projects.
8. Organizes a large volume of information and files. Tracks and triages incoming data and documents.
9. Oversees supply inventory, tracks, and manages purchases for multiple departments.
10. As requested, researches and analyzes data in support of Executive or Board initiatives.
11. Assists in the coordination of events and activities initiated by the Chief Executive and WDC Board or needed by the organization.
12. Helps develop policies and procedures for office functions. Makes recommendations for strategic realignment of office functions.
13. Process and coordinate records requests and archiving of files.
14. Able to prepare, track and communicate regarding contractual agreements.
15. Provides oversight and direction to lower level staff, interns or work experiences for new or returning entrants to the work force.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Administrative support for senior executives and Board of Directors.
2. Knowledge of office organization and office management systems.
3. Ability to provide quality customer service and create a functional, welcoming and professional working environment.
4. Highly organized with strong coordination and multi-tasking skills.

5. Able to meet project deliverables, requirements and deadlines by thoroughly planning, prioritizing and time management work.
6. Knowledge of office technologies and contemporary software programs for production of reports and presentations including demonstrated experience with complex file management, on-line calendars, cloud programs, Microsoft Excel, Word, PowerPoint and Outlook.
7. Ability and initiative to design and implement effective office procedures and policies.
8. Ability to collect research, analyze data and deliver professional reports.
9. Knowledge of communication norms and protocol among and in support of senior executives.
10. Knowledge and ability to conform to rules related to open public meetings, records requests and Robert's rules of order.
11. Ability to independently perform assignments requiring substantive knowledge of programs, regulations and policies.
12. Ability to understand, interpret and follow complex federal, state and local policies and regulations.
13. Strong verbal and written communication skills. Ability to generate clear, concise information and to vary writing styles to meet needs.
14. Must be detailed oriented with strong editing and proofreading abilities.
15. Must be able to adapt to a fast paced work environment, handle a variety of responsibilities with confidence and grace and manage individual stress levels.
16. Demonstrated ability to effectively and professionally resolve issues with a calm, flexible and helpful attitude.
17. Ability to work with, appreciate and collaborate with diverse populations, establishing and maintaining cooperative relations with others.
18. Maintaining highest levels of confidentiality, integrity, credibility and professionalism.
19. Tech savvy and willing to embrace modern applications and innovations that enhance productivity.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

The work is performed in an office environment. Minimal bending, stooping, kneeling or lifting involved. May require infrequent local travel.

EDUCATION and EXPERIENCE REQUIREMENTS:

1. High School diploma or equivalency
2. 3-5 years experience in similar or equivalent skill position

ADDITIONAL VALUE SOUGHT FROM INDIVIDUALS WITH:

1. 5-10 years of experience performing duties in a similar or equivalent environment
2. Related certificated training

3. Experience in workforce development or with state agency, community or other partner agencies
4. Speaking proficiency in another commonly used language in the region