

	POSITION TITLE:
	Senior Administrative Assistant
Reports to: Chief Executive Officer	Type of Position: <input checked="" type="checkbox"/> Regular Full-Time <input type="checkbox"/> Regular Part-Time <input type="checkbox"/> Temporary
Starting Salary Range: \$21.33- \$23.09/hr. Full Salary Range: \$21.33- \$28.37/hr.	
FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Eligible	
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 Administrative Assistant performs a broad range of assignments including office coordination, support for executive staff and the CEO, and support to the Board of Directors and committees thereof. They must possess advanced technical knowledge in I areas related to office procedures and processes with experience with specific software applications such as Adobe Pro, Excel, SharePoint, and Word. The Senior Administrative Assistant 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 areas in their responsibility. Under direction of the executive staff and CEO, they lead and complete activities related to the operations of the Board of Directors and management of front office procedures, including reception. In carrying out duties, the Senior Administrative Assistant position interfaces with senior executives and support staff in other external partner operations. The work requires a high level of independent thinking, experienced judgement, maturity, and the ability to manage complex, interrelated activities in a busy office environment. This Senior Administrative Assistant takes initiative to accomplish activities through research and application of understanding and interpretation of related knowledge. They proactively look 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 (WEX) 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 Administrative Assistant coordinates and supports organization-wide activities and events, Board meetings and retreats, and staff meetings. This position is the primary scheduling contact and executive support for the CEO and as assigned, may assist with administrative tasks for other executive staff and Board members.</p> <p>This position is the CEO's primary administrative position for Board support, including weekly executive meeting preparations, technical assistance, Board meeting facilitation and minutes which follow Robert's Rules of Order, official meeting documentation, communication with Board Members, maintaining Board records, and administrative support for Board level activities like training and tracking of initiatives. The Senior Administrative Assistant also plans</p>	

and facilitates the Elected Officials Consortium meetings and Executive Finance Committee meeting and completes expense reports for Board members and the CEO.

The Senior Administrative Assistant, as directed:

SUPPORTS- complex activities that are needed in the oversight and management of activities of the organization; analysis for a variety of projects and reports; committees and task force meeting support; general office functions

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 and staff experience

COORDINATES- internal activities and projects for the CEO and other executives; general information exchange between organizational partners; travel arrangements, events and meetings; supplies, and meeting room schedules

REVIEWS & EVALUATES- office processes and procedures and makes recommendations to help create efficiencies and functionality. May also research and gather data for 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 Board and is a primary point of contact for Board members on behalf of the CEO.
3. Leads the design and implementation of a hospitable, organized, and welcoming front office environment.
4. Support for Board committees, task forces, meetings, and events.
5. Responsible for Board meeting preparations, minutes, document creation, and communication to ensure meetings are well planned and operate smoothly.
6. Prepares a variety of written correspondence, presentations, or reports.
7. Plans and facilitates weekly executive leadership meetings, monthly manager meetings, and quarterly all-staff meetings
8. Reviews documents for completion and accuracy and maintains necessary databases.
9. Completes forms, spreadsheets, reports, and communication for a variety of projects.
10. Organizes a large volume of information and files. Tracks and triages incoming data and documents.
11. Oversees supply inventory and tracks and manages purchases for multiple departments.
12. As requested, researches and analyzes data in support of executive or Board initiatives.
13. Assists in the coordination of events and activities initiated by the CEO and Board or as needed by the organization.
14. Helps develop policies and procedures for office functions. Makes recommendations for strategic realignment of office functions.
15. Processes expense reports and coordinates travel.
16. Provides oversight, direction, and training to lower level staff, interns or people who are assigned to the office as WEX's (work experience) as new or returning entrants to the work force.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Administrative support for senior executives, CEO, 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, online calendars, cloud programs, Microsoft Excel, Word, PowerPoint, SharePoint, 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

DESIRED QUALIFICATIONS BUT NOT REQUIRED:

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